Working in Edinburgh and the Lothians – a Guide for Graduates

Summer 2008
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INTRODUCTION

There are many good reasons to live in Edinburgh or the surrounding areas of East, Mid and West Lothian. The varied physical landscape of hills, parks, volcanic outcrops, coastal and rural scenery complements a built environment encompassing medieval fortresses, Georgian architecture, conservation villages, modern towns and a newly developed waterfront. Edinburgh is now a designated World Heritage Centre and is renowned for international arts festivals and sporting events but the area as a whole has a rich history and vibrant cultural life. Well positioned for the Scottish Highlands and Borders country, there is good access to all parts of the country and further a-field. But what’s it like to work here?

Written by university careers advisers and information staff at Edinburgh, Heriot-Watt, Napier, Queen Margaret and Edinburgh College of Art, “Working in Edinburgh and the Lothians – a Guide for Graduates” gives a broad picture of the local employment landscape from a graduate’s perspective.

It does not cover every possible opportunity in the area but focuses, on the advice of organisations such as Scottish Enterprise (Edinburgh and Lothian) and Edinburgh Brand and by using graduate destination information from HESA (Higher Education Statistical Agency), on some of the main local industry sectors which employ graduates. These are:

- Construction
- Creative Industries
- Education
- Engineering and Technology
- Finance
- Health
- Legal
- Life Sciences
- Public Administration
- Retail
- Tourism

There is also a short section on IT and related business activities – areas of work which cross several sectors.

Each chapter gives an overview of a particular industry - as it is now and how it may be in the future - an idea of recent graduate movement into that sector locally and tips on job hunting. Where possible, we have included general advice from local employers and graduate case studies. There is also a section on sources of help and further resources at the end.

Edinburgh and the Lothians – some facts and figures

The population size of Edinburgh and the Lothians is just over 800,000, with more than half living in the city of Edinburgh (source: NOMIS). Current projections expect the population to increase steadily by just under 50,000 in the next ten years and the vast majority of this increase is predicted to be caused by immigration (source: Scottish Government). The working population of the region is just over 420,000.

As of 2006, approximately 30% of the working population of the Lothians were graduates and in Edinburgh itself, the figure was above 40% (source: Capital Review), which makes the region one of the most qualified in Europe.

According to HESA data (2004—2006), 75% of new graduates entering full-time paid employment in Edinburgh and Lothians were in graduate level jobs (8,100 out of 10,770). The majority were working in large organisations but over 30% were employed by small and medium employers (SMEs) who have less than 250 employees.

Most recent figures suggest that there are over 50,000 workplaces in Edinburgh and the Lothians (source: Capital Review). Edinburgh has enjoyed some of the best economic growth in the UK in recent years. East Lothian is an area dominated by thriving SMEs yet still has its share of multinational companies. Business leaders in West Lothian have indicated that they expect business activity to remain the same or increase over the coming year.

As with all labour market information, this is, essentially, a snapshot from a constantly moving picture. Most chapters were researched and written in the first half of 2008 and, since then, there has been massive financial market turmoil throughout the world.

Like everywhere else, people in Edinburgh and the Lothians wait to see what impact this will have on employment and their local economy.

*The Higher Education Statistics Agency (HESA) is the official agency for the collection, analysis and dissemination of quantitative information about higher education.
CONSTRUCTION

Overview

It’s impossible to ignore the impact of the construction and property sector on everyday life. Every street you walk down, every building you enter has been designed, surveyed, constructed, maintained, restored, bought, sold or rented by professionals working in the construction and property sectors.

The industry locally provides a range of interesting and challenging jobs for graduates from all disciplines. Read on to find out more about the industry here in the Lothians and the opportunities it can offer you.

The Construction Sector

In 2005, the sector employed around 137,000 people across Scotland - around 6% of the workforce. According to HESA data (2004—2006) 4.5% of new graduates entering employment in Edinburgh and Lothians were working in the construction and property sector (610 out of 13,065) - making it the fifth largest sector for new graduate employment overall. The sector is continuing to expand in Scotland, partly as a result of a global property boom. In 2006, output grew by 6.4% - much faster than the rest of the Scottish economy.

Although employment overall in the sector is not expected to rise over the next decade, the number of older workers retiring or leaving the industry is predicted to mean that there will be around 5000 net new jobs in construction in Scotland every year for the next decade. This is predicted to bring lots of opportunities for graduates locally.

There has been a wave of consolidation in the industry, with a number of larger Scottish companies merging with one another or with English or overseas firms. This is in response to a highly competitive market and the need for scale to bid for major projects and government tenders. This increased scale ought to make it easier for companies to recruit and train local graduates in years to come.

According to HESA data (2004 – 2006), 84% of new graduates entering employment in the construction and property sector in Edinburgh and the Lothians were in full-time paid work (510 out of 610). In 2006, 175 had full-time jobs which required a degree or equivalent qualification, while only 10 were working full-time below graduate level. This increasing proportion of graduate to non-graduate jobs was a continuing trend over the previous 2 years.

Employers

In Scotland, the industry has traditionally been dominated by smaller companies and partnerships. In recent decades, many manual workers and skilled craftsmen and women have worked on a self-employed basis, as large contractors sub-contract particular parts of the construction process to these smaller firms. However, graduates have tended to be employed permanently in professional roles by larger companies. The sector can be broken down as follows:

Construction and Building Services

Major employers of graduates locally include: Arup, Atkins, Balfour Beatty, Bovis, Faber Maunsell, Farrans, HBG, Interserve, Kier, Laing O’Rourke, Mace, Miller, Scott Wilson, Taylor Woodrow.

Surveying

Major employers locally include: Atisreal, CBRE, Colliers, Cushman & Wakefield, DTZ, EC Harris, GVA Grimley, Jones Lang La Salle, King Sturge, Knight Frank, Lambert Smith Hampton, NB Real Estate, Savils, Standard Life Investments, Strutt & Parker. You can find local surveyors by searching www.ricsfirms.com

Real Estate Services

This area covers firms involved in property letting, property management, and the sale and purchase of residential and commercial property. There has been an increase in the number of pure estate agency chains, many offering UK-wide services who now compete vigorously with Scotland’s traditional, solicitor-led agencies. Key names include DTZ and Rydens. You can access a list of over 100 local firms at www.yell.com

Architecture

Architectural practices can specialise in a number of different areas, such as conservation, regeneration and residential building. For a list of local architects and other information see: www.rias.org.uk and www.edinburgharchitecture.co.uk
Careers for Graduates

Nationally, most employers offer graduate training programmes in this sector, with most working towards professional qualifications. In Architecture, graduates require postgraduate study and significant professional experience before being fully qualified through the auspices of RIBA, the Royal Institute of British Architects. Architectural Technologists follow a route guided by CIAT, the Chartered Institute of Architectural Technologists. Construction and Construction Management graduates will generally follow professional pathways required by the Royal Institute of Chartered Surveyors (RICS) or the Chartered Institute of Building (CIOB). Surveyors of various kinds are required to acquire professional status from the RICS.

Locally, entry level salaries across the construction and property sector vary from role to role. According to HESA data (2004 – 2006), one in three new graduates entering full-time paid employment in the construction and property sector in Edinburgh and the Lothians were earning more than £20,000 (90 out of 245). This proportion is set to rise in the coming years.

Further Information

www.rias.org.uk
www.rics.org.uk/scotland
www.architecture.com
Www.bdonline.co.uk
www.ciat.org.uk
www.ciob.org.uk
www.constructionskills.net
www.wisecampaign.org.uk

Hot Tips

- **Get Work Experience** - you’ll find details on your department noticeboard, through your Careers Service, and also in publications such as Target and Prospects.

- **Sponsorship** - many firms run competitions that will help you financially and often give you regular employment during your studies, leading to a better chance of a job when you graduate.

- **Professional Bodies** - become a student member of your professional body, and get involved if you can. Make use of the information and contacts they have available.

- **Contact Employers** - attend Careers Fairs and employer presentations on campus, visit their websites and make sure you understand what they are looking for from graduates.

- **Think about your skills** - make sure you can demonstrate how what you have learned makes you a good employee.

CASE STUDY (Sector Representative)

Alan Melvin is the RICS Training Adviser for Scotland. He advises employers on how to get their employees qualified.

Alan is positive about the prospects for the construction and property industry locally. He sees the sector continuing to expand, with a continuing demand for trainees. This is the case across the industry, with large national and multinational companies, smaller players and even the occasional sole practitioner looking for trainees in the Lothians.

Construction and property is a cyclical industry, and recent growth suggests the industry may be nearing its peak, but large planned government infrastructure projects will help maintain demand for employees. There is some evidence that projects like the London Olympics are pulling people away from the local area. This could slow investment here, or possibly increase the demand for new staff locally.

More and more training is done through part-time education, and this trend looks likely to accelerate.

Employers will continue to require local talent at graduate level. Since industry qualifications like Scottish Vocational Qualifications have not proved popular with employers, the main place they can find this talent is at local universities. So the status of construction and property graduates remains high.
Locally, (and nationally) the sector does have problems attracting graduates. This is partly due to its continuing poor image. The reality is that property professionals dominate UK rich lists, quantity surveyors are the best-paid graduates and that people working in the sector make a tangible contribution to the economy that few other professions can claim.

Graduates can succeed without needing to leave Edinburgh and the Lothians, although over the years local graduates have forged careers all over the world.

Alan advises students to talk to potential employers and professional bodies, to take work experience in the sector (at any level) and to research how to get qualified. Students should try to avoid thinking about themselves just academically, and start thinking about what they are good at, for example, observation, analysis, communication, numeracy, collaboration.

More details can be found at useful websites such as www.rics.org

Students contemplating a career locally in construction or property should remember that everything they see around them is there as a result of the expertise of the construction and property sector.

Roles can include not just managing the building process, but also deciding what to build, when and how. Depending on how they choose to specialise, local graduates could be involved in funding, valuing, management, maintenance, leasing, alteration, improvement and disposal of properties, ensuring the efficient use of limited resources in a sustainable and efficient manner.

CASE STUDY (Graduate)

John is a trainee Project Manager for a large management, engineering and development consultancy firm, based in its Livingston office.

His role is to oversee construction projects from feasibility study to finish. He is currently working on behalf of a utility company in south-west Scotland and is only in his Livingston office once or twice per week, spending most of his time on site. He would expect most of his projects to be based in central Scotland.

He initially studied towards BEng Mechanical Engineering for 2 years, before taking time out to travel. He then returned to Napier University and graduated BSc (Hons) Construction & Project Management in 2006.

John went to school in Dumfries & Galloway, and moved to Edinburgh for the study opportunities and in order to experience city life - and to get away from country life!

Professionally, John has found it advantageous to be based in Edinburgh, with plenty of opportunities locally for construction graduates. He found his current role after being approached following a period of vacation work experience with another company.

He is convinced that the current construction boom locally will continue, and that the current local high demand for graduates will also continue. His own view is that many companies are "desperate" for graduates. He cited planned projects such as the M74 extension and the new Forth Road Bridge as offering lots of opportunities for the foreseeable future. He does not foresee ever having to move away from Scotland to find suitable work in the industry, and believes his career can progress with his current employers.

He is currently earning £25,000 plus company bonus and, while this is acceptable for his level of experience, he anticipates a salary increase soon. The money is sufficient for his current lifestyle as a single person with no dependents.

John does not believe he’ll ever have to move away for money, but is excited by the prospect of working on overseas projects, so might choose to do this in future.

He recommends that students should attempt to get vacation work experience, as working on site helps improve both understanding of the role and credibility with colleagues. Sponsorship is a great way of doing this, and it brings obvious financial benefits as well.
Overview

Creative industries cover a broad canvas, from drama, music and the media to art, fashion and jewellery and more recently, the games sector. In case you’re still a bit puzzled, the sector is usually defined as including the following:

- Publishing of sound recording
- Reproduction of sound recording
- Jewellery manufacture
- Miscellaneous manufacturing
- Advertising
- Artistic and literary creation
- Operation of arts and other entertainment facilities
- News agencies
- Museums and preservation

If you think Edinburgh and the Lothians is the ideal place to start a creative career you are in good company. Edinburgh has been voted ‘Favourite UK City’ by ‘The Guardian’ and ‘The Observer’ for the last eight years and as this may be due in no small part to the abundance of creative and cultural activities on offer, it’s not difficult to understand why many ‘creative’ graduates choose to come to Edinburgh.

Many new graduates also remain in Edinburgh and the surrounding area after graduation. According to HESA data (2004 – 2006), one in three new graduates entering employment in the creative industries sector in Edinburgh and the Lothians had attended university in Edinburgh (440 out of 715).

Trends

Edinburgh, with its tradition and reputation for innovation and creativity, has always celebrated and valued the creative industries as key to much of its economic success. The industry not only helps showcase Edinburgh to a global audience (The Edinburgh Festival, the Fringe, the Book Festival, the Film Festival and the Tattoo attract huge numbers of visitors to Edinburgh every year as do the museums and galleries) but also gives the city - and Scotland - the means of competing in the global market place. Recent Edinburgh success stories include Bigmouthmedia, specialising in e-marketing and search engine optimisation, with 11 offices worldwide and Rockstar Games, famous to those in the know throughout the world and with many ‘computer game’ successes to their credit.

There is also a growing range of visual arts exhibiting spaces and artists facilities in the area.

Generally speaking, local economic predictions remain cautiously optimistic despite forecasts indicating a slowdown in world economic growth in 2008. Edinburgh has shown itself to be relatively resilient in the past, due to the strength of the financial and the HE sectors which attract worldwide revenue. The city’s tourist industry, however, may be hit by the weak dollar. This could affect confidence in the creative industries - employers say their biggest concern is retaining customer interest - and there is concern within certain sectors of the industry, notably performing arts, where budgets have remained static over the last 3 years.

Employers

The creative industries sector in Edinburgh is characterised by significant levels of self employment and smaller workplaces. The diversity of the sector means it is difficult to list the major employers. According to HESA data (2004 – 2006), there has been a gradual increase in the proportion of new graduates entering full-time paid employment with small and medium sized organisations (those with up to 250 employees) in the creative industries sector in Edinburgh and the Lothians over the past 3 years. In 2006, only one in four of these new graduates were working with large employers with 250 or more employees (40 out of 150).

Careers for Graduates

According to HESA data (2004 – 2006), 75% of new graduates entering employment in the creative industries sector in Edinburgh and the Lothians were in full-time paid work (535 out of 715). Three out of four of these new graduates were in graduate level employment where a degree or equivalent qualification is required (400 out of 535). Employers report little difficulty in filling vacancies and where there is a problem, this is due to skill shortage rather than a lack of applicants. Skills gaps (when an employee does not hold the right skills to perform their job with full proficiency) include ‘soft’ or transferable skills (for example, communication and team working skills) and technical and practical skills. However, the sector reports above average levels of staff proficiency overall. This may be due partly to a high number of graduates who are overqualified for the type of work they are required to do. They might, for example, be employed in the ticket office, helping backstage or being a ‘runner’ in a media environment, hoping to use the job to gain experience in the sector.

There is a high turnover of staff which suggests that although many find the industry stimulating and exciting, jobs, even outside the seasonal types, tend to be transitory. Working hours can be long and unsocial and many highly qualified graduates who are willing initially to take on low-paid jobs for the experience it gains them, are understandably keen to move on when an opportunity arises either within the area or away from it. Salaries in the sector remain low. According to HESA data (2004 – 2006), over half of new graduates entering full-time paid employment in the creative industries sector in Edinburgh and the Lothians were earning less than £15,000 (125 out of 220).

Career progression in the sector tends to be less structured than in others and can offer less job security. If, for example, you find a job working for one of the various Edinburgh festivals, they are by definition short-term, except for the lucky few.

Creative industries employers are less likely to offer funded or arranged training for their staff than other sectors, or to participate in Training for Work and modern apprenticeship training schemes. Any training offered tends to be job specific or related to health and safety issues.
Further Information

Local journals and newspapers

**The List** (fortnightly, Glasgow and Edinburgh Events Guide)
**The Drum** (fortnightly, Scottish communications magazine, covering media, marketing, advertising and design)
**The Skinny** (free entertainment, culture and listings magazine available in cafes and bars – no job vacancies but lots of useful information to help with speculative applications)

Websites

**IdeasFactory Scotland** ([www.channel4.com/4talent/scotland/](http://www.channel4.com/4talent/scotland/)) is a Channel 4 education initiative to support young people wanting to develop a career in creative industries.
**www.edinburghfestivals.co.uk** (links to all the Festival websites)
**www.theskinny.co.uk** (website of The Skinny magazine)
**Craft Scotland** ([www.craftscotland.org](http://www.craftscotland.org))
**www.scottisharts.org.uk** (for jobs and opportunities listings)
**www.skillset.org** (Sector Skills Council for Creative Media)
**www.creative-choices.co.uk** (Creative and Cultural Sector Skills Council)

**The Cultural Enterprise Office** provides an invaluable service to people working in the cultural and creative sectors. They have useful on-line resources, run professional development courses and offer individual advice ([www.culturalenterpriseoffice.co.uk](http://www.culturalenterpriseoffice.co.uk))

Hot Tips

* Build up a network of contacts
  Take advantage of every opportunity to network and create contacts. If, for example, you are interested in arts management, remember that the various festivals offer valuable, short-term work experience. Although often hectic and unpredictable, many find the whole experience exhilarating and a good opportunity to meet people. The Edinburgh Festivals website provides links to the individual festivals. Most employ a small number of permanent staff though these will often be more administrative posts.

* Apply as early as you can
  This applies particularly to the festivals and other seasonal jobs. They get snapped up quickly, in a city with an abundance of students looking for summer work!

* Speculative Applications
  Keep your ear to the ground and read professional journals/websites to get a feel for the industry. Research organisations’ websites to find out what they do and the sorts of skills they are looking for. Send your CV to a named person in the company. You stand a better chance of getting a response.

* Practical considerations
  Take your living costs into consideration when looking at very low-paid jobs. You will need to find enough money to pay the rent and eat and you might become de-motivated if you’re hungry! Conversely, if you can afford to take unpaid employment for a while, it will help you build up your contacts and give you that important first step on the ladder.

* Be determined
  Competition is fierce and you will need to be persistent – and flexible.

CASE STUDY (Graduate)

Scott Garcia, Furniture Designer

Scott graduated from Edinburgh College of Art in 2006 with a first class honours degree in Design and Applied Arts (Furniture and Product Design). Scott’s collections have earned him coverage in a variety of international design magazines and books and places at prestigious exhibitions such as 100% Design (gaining the Young Professional Award), 100% East and Designer’s Block.

Scott is one of an increasing number of emerging designers who have chosen to base themselves in Edinburgh while working on their own collection. He says:

“Scotland is a fantastic country for young creatives and I’ve had invaluable support here. I’m grateful to the various initiatives such as the Cultural Enterprise Office, NESTA (the National Endowment for Science, Technology and the Arts), PSYBT (the Prince’s Scottish Youth Business Trust) and the Business Gateway who have helped me to get my head round moving into business, giving me guidance and financial support. There’s a very motivated community of artists, designers and crafts people based in Scotland producing work of international standards. The design scene is so international nowadays that having to be in London is a thing of the past. I go down three or four times a year to speak to retailers and to exhibit, but I love having my studio up here. I think it keeps me a little more objective and my work is a little less trend-led, which can only be a good thing. I currently tutor at the Edinburgh College of Art, as an Artist in Residence, and therefore have access to their facilities – I have everything I need here.”

Scott’s work can be seen at: [www.scottgarcia.moonfruit.com](http://www.scottgarcia.moonfruit.com)
CASE STUDY (Employer)

Mark Thomson

“I am Chief Executive Officer/Artistic Director of the Royal Lyceum Theatre. The producing theatre sector in Edinburgh is I would say average size for a city of Edinburgh’s size although the number of theatre seats per night is large.

Theatre contains many highly specialized areas and the human resources locally are relatively limited. For example, there are actually comparatively speaking quite a small number of actors, directors, designers, composers locally as well as theatre marketers, theatre managers and stage management staff.

There are no strong indications that the sector will expand or contract in the foreseeable future. NToS (National Theatre of Scotland) offers more work opportunities for freelance artists in Scotland generally and this may mean Edinburgh’s freelance community may grow. However, there are signs that the sector may contract because of funding challenges and this may drive the opposite way.

Edinburgh has a mix of established theatres such as ourselves and the Traverse and smaller touring companies such as Stellar Quines and Gridiron and others who are “project to project” and offer less sustained employment.

There are strong indicators that the next three years will see a reduction in real terms and possibly cuts for theatres across Edinburgh. Unless income generation can bridge the gap there will be less work in the sector affecting Edinburgh as a creative producing city.

A decrease in opportunities may occur if we cannot offset the possible funding drop. Graduates do have limited opportunities but will often have to work for next to nothing on semi pro work (often unpaid) to keep working in order to establish themselves. However, the sector is always looking to develop talent and one-off schemes as well as freelance and permanent post opportunities do occur.

There is always a certain degree of graduates heading south to London, particularly actor-wise if they manage to acquire a big agent. Otherwise, we do well in attracting graduates despite limited opportunities in this area.

I believe you can develop locally. However, given the structure of theatre it is often difficult to then progress within organisations or look for the “next step” locally and this forces movement out of Edinburgh.

In terms of local job hunting strategies, I would advise a new graduate to write letters, seek meetings, form affiliations with companies and show interest in whatever way you can. Theatre is vocational.

For finding work, I would particularly recommend the newspaper, The Stage and the Scottish Arts Council website is good.

Words of wisdom

It is tough to establish yourself.

Get involved with a company you like in whatever context possible, cultivate a relationship with a company, get involved with schemes.

Work makes work and so do something, possibly to the point of proving yourself disproportionately.”
EDUCATION

Overview

With a tradition of compulsory education for children dating back to the late 15th century, some of the oldest universities in Europe and an enthusiasm for further education and lifelong learning, education is a significant part of Scotland’s history and culture. This characteristic is no less evident locally where, in addition to statutory provision in nursery, primary and secondary education, there are universities, colleges, independent schools, language, business and tutorial schools and a range of public, private and voluntary organisations delivering a wide variety of learning and development opportunities.

Employers, trends and careers for graduates

The education sector generates employment opportunities for many people, including graduates. According to HESA data (2004 - 2006), 15% of new graduates entering employment in Edinburgh and the Lothians were working in the education sector (2,125 out of 13,665). Over 80% of these new graduates entering employment in the education sector were in full-time paid work (1,705 out of 2,125). Around four out of five of these graduates were employed as teachers, lecturers and researchers, with others working in a variety of jobs such as conference organisers, counsellors, fundraisers and IT managers.

Higher Education

The four local universities, Edinburgh, Heriot-Watt, Napier and Queen Margaret, have over 50,000 full and part-time students and, including Edinburgh College of Art and the Scottish Agricultural College, employ nearly 12,000 people. In fact, Edinburgh and Heriot-Watt were ranked 4th and 17th respectively amongst Edinburgh’s 25 largest employers (source: City of Edinburgh Council Edinburgh Employers Survey 2007).

Like all universities nowadays they are large, complex multi-million pound businesses, offering employment opportunities in both generalist and highly specialised roles. Each has its own individual ambitions and constraints but the following comments from one director of HR may be commonly accepted. “Universities are generally committed to staff development which may offset the slightly lower salaries when compared to some other sectors. Those working in HE have a sense that their work makes an impact, has an effect and that they may be involved in exciting and innovative ideas. Although seen as part and parcel of the public sector, universities in many ways have more in common with the private sector with real and serious business agendas.”

Graduates also work in a wide range of non-academic roles within administration and management, student support, libraries, human resources, communications and marketing, management information services and beyond.

In the future, there may be a trend towards hybrid jobs, allowing people to fuse together both academic and professional strands of their work. And, with a changing and broadening student base, universities need to accommodate different modes of learning. As a result, e-learning is considered a growth area, attractive to those with an interest in teaching, learning and information management.

As universities actively recruit students and also compete for funding and sponsorship, there could be growth in marketing and communications roles, particularly for those with journalistic, creative writing and editing skills. Turning academic research activities into profitable entrepreneurial opportunities also requires people with business skills and acumen. Additionally, with universities investing in new sports facilities which need to be staffed and managed, sports scientists and those with degrees in sports and recreation could be in demand. Recently, funds have been injected into universities specifically targeting the personal and career development of postgraduate research students and research staff.

Further Education

Scottish FE colleges are independent but answerable to the Scottish Government. They run courses which reflect the changing industrial structure and skills needs of Scotland which, in turn, influences recruitment and retention of college teaching staff. The six local FE colleges (Edinburgh Telford, Stevenson, Jewel and Esk Valley, West Lothian, Oatridge and Newbattle Abbey) have about 45,000 students (source: Edinburgh by Numbers”) and employ approximately 2400 full and part-time staff.

There has been big investment in FE in the last five years, including new buildings. Although levelled off at present, the sector, according to one college principal, will grow in the next few years. Opportunities for training and staff development are considered good.

Approximately 50% of the workforce is involved in teaching activities. Lecturers who do not already have a teaching qualification are encouraged to pursue a TQ (FE) through on-going staff development. Many FE courses are taught by those with relevant vocational experience so not all lecturers are graduates. There is also a special scheme, with good opportunities, for graduates to enter FE as Learning Assistants (also known as teaching assistants). Learning Assistants are recruited not so much for their degree-specific knowledge, more for their communication skills and teaching potential and can develop a career in lecturing by taking a Professional Development Award (PDA) which may later be used towards a TQ (FE).

Of the 50% non-teaching jobs, about a half are at graduate level. These include human resources management, various student services roles and, because of the level of public governance and scrutiny, accountancy.
**State Schools**

In Scotland, since 1999 the number of teachers employed within local government has increased by 6% and other education staff such as classroom assistants, music instructors, laboratory assistants, library and clerical staff by nearly 50%. All teachers in publicly maintained schools must be registered with the General Teaching Council for Scotland and those who qualified outside Scotland must apply for “exceptional admission to the Register” if they wish to teach in Scotland.

There are 45 secondary and 223 primary schools in Edinburgh and the Lothians, employing just over 7000 teachers (Source: Scottish Government Statistical Bulletin, March 2008). Over 550 of these are part of the teacher induction scheme, whereby newly qualified teachers from Scottish teacher training institutions are guaranteed a one-year placement within a local authority. Local authorities also have centrally employed peripatetic and specialist teachers. Similar to other parts of the country, shortage subjects locally include maths, CDT and modern languages. As well as promoted posts in schools, there may be opportunities for experienced teachers as quality improvement officers and neighbourhood managers.

Outside teaching, schools employ business managers. (Secondary schools require graduates with a relevant degree or equivalent professional qualification; primaries expect applicants to have at least an HNC in a business related subject.)

**Independent Schools**

About 3300 teachers work in independent schools in Scotland. Independent education has always had a unique place in Edinburgh, and of the 75 schools who are members of the Scottish Council of Independent Schools, 26 are located in the city and surrounding area. Not all children attending independent schools live locally but approximately one in five children educated in Edinburgh is educated in the independent sector.

The number of pupils in Scottish independent schools has remained fairly constant over the past decade, compared to a decrease in the population. There has, therefore, been an increase in the percentage of school pupils in independent schools. With staffing levels related to pupil recruitment, teachers’ prospects are considered good. Locally, one school principal believes that there is a shortage of science and economics teachers and language teachers who can offer more than one language. Additionally, as schools continually look at ways of extending the curriculum, more teaching opportunities will be created. As well as experienced teachers, they recruit new teachers directly from PGDE/PGCE courses, offering them support during their first year of employment towards GTCS accreditation.

Independent schools offer a range of job opportunities. One of the largest city schools has 200 teachers, 150 non-teaching staff employees plus additional casual staff. Non-teaching staff, many of whom are graduates, work in fundraising and development, human resources, accountancy, scientific technical support, reprographics, printing, DTP and sports coaching. Some schools have large facilities, similar to small leisure clubs, often employing sport and recreation management graduates.

Independent schools are commercial organisations up to a point because of parents’ cash outlays and expectations and, quoting one principal, “look for quality people to work in them”.

**Adult Education/Community Learning and Development**

There is a wide range of learning opportunities for adults in the local area – everything from literacy and numeracy support, special interest classes, English language courses for speakers of other languages, wider access programmes to employment related training. These are delivered by an equally wide range of providers including local authorities, community schools, voluntary organisations, universities and colleges.

Because of this diversity it is difficult to give a complete picture of employment opportunities. Additionally, adult education is inevitably sensitive to the fluctuating budgets of councils, voluntary organisations and others. Broadly, three groups of people work in this sector; adult education tutors, unpaid volunteers and professionally qualified community education workers.

Tutors are often paid by the hour, working on a part-time, sessional basis. One of the largest employers, the City of Edinburgh Council, has 300 part-time tutors, 50 literacy and numeracy tutors and 20 TESOL teachers. According to one employer, the employment situation locally is quite static, with only a very few permanent jobs. Organisations also vary in their entry requirements, not all necessarily recruiting graduates. For example, tutors with the Office of Lifelong Learning at the University of Edinburgh will probably have studied to postgraduate level and have some teaching experience, though not necessarily a teaching qualification; Workers Educational Association tutors “come from a wide range of backgrounds and it is not essential to have higher educational qualifications”; and tutors on council-run informal adult education classes are required to have “relevant experience of the subject taught and of tutoring adults”.

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Further information

Higher Education

Vacancies in universities are advertised in a variety of sources including www.jobs.ac.uk, Times Higher Education www.timeshighereducation.co.uk and institutions’ own websites.

Edinburgh University www.ed.ac.uk
Edinburgh College of Art www.eca.ac.uk
Heriot-Watt University www.hw.ac.uk
Napier University www.napier.ac.uk
Queen Margaret University www.qmu.ac.uk
Scottish Agricultural College www.sac.ac.uk

Further Education

Jobs are advertised locally through the colleges’ websites, www.s1jobs.com, the local press such as The Scotsman and Metro and, occasionally, with local university careers services.

Edinburgh Telford College www.ed-coll.ac.uk
Jewel and Esk Valley College www.jevc.ac.uk
Newbattle Abbey College www.newbattleabbeycollege.ac.uk
Oatridge College www.oatridge.ac.uk
Stevenson College www.stevenson.ac.uk
West Lothian College www.west-lothian.ac.uk

State Schools

Vacancies are advertised on council websites. Edinburgh specifies vacancies for particular schools, which is different to some of the other councils.

City of Edinburgh Council www.edinburgh.gov.uk
West Lothian Council www.westlothian.gov.uk
East Lothian Council www.eastlothian.gov.uk
Midlothian Council www.midlothian.gov.uk

Independent Schools

Schools advertise vacancies on the Scottish Council of Independent Schools (SCIS) website (www.scis.org.uk) or through the Times Educational Supplement (www.tes.co.uk/scotland)

Adult Education

Adult education is delivered by a wide range of organisations, each with their own pattern of recruitment.

A good starting point for researching opportunities is “Your Guide to Adult Learning - Edinburgh and the Lothians”. This free booklet, produced by CLAN Edinburgh (www.clanedinburgh.org) provides a comprehensive list of local adult education organisations.

CASE STUDY (Graduate)

Natalie

“I graduated from the University of Manchester in 2002, with an Honours degree in Music. Like many new graduates, I struggled somewhat with the ‘what do I do now then?’ dilemma. After a period of short term roles – including voluntary work, office temping, outdoor education work with children – I settled on searching for a permanent role within the university sector. I’d never been attracted to the strictly ‘corporate’ sector, and perhaps coming from an academic family, it seemed like a natural choice.

I’ve held a variety of roles over the last four or five years. I started at a university in Greater Manchester working in their student registry, and then their student recruitment service. I subsequently moved back to Edinburgh (where I grew up) to work jointly for two university-sector organisations.

Moving back to Edinburgh was one of the best choices I have ever made. I’ve lived in a number of other parts of the UK now, and, in my opinion, nowhere beats Edinburgh in terms of quality of life!”
One of my roles involved supporting staff development projects and events for staff in universities across Scotland, which I enjoyed immensely. This led me to my current post as a staff development programme coordinator, based in the HR department of a local university. I am involved with a range of activities: planning and supporting the practical arrangements of our courses, workshops and mentoring programme, creating newsletters, promotional material, and learning resources, and more. Staff learning and development is an exciting and continuously evolving area, and I am confident that there will be many future prospects as I progress my career.

I think many graduates are entering the university sector to progress professional non-academic roles. The great thing about universities is the breadth of roles available – student administration, international recruitment/relations, marketing and communications, fundraising, HR, finance, policy and planning, etc – and the fact that, in my experience, you can often shift between different areas, depending on what appeals, or where you wish to gain more experience. Career paths are not necessarily obvious – I, like many, started out in a junior administrative post – but if you keep your eye out for promotional opportunities, and are enthusiastic about learning as much as you can in every role, you can progress quickly.

There are a number of universities in the Edinburgh and Lothian region, and the wider Scottish central-belt area generally, therefore for those looking to stay in the Edinburgh area, the university sector is a great choice. And universities have lots of staff perks that many other organisations can’t offer – access to internal educational resources, libraries, sports, music and arts facilities, recreational societies and clubs, not to mention cheap cafes and bars!

CASE STUDY (Employer)

Neighbourhood Manager, City of Edinburgh Council

“For those wanting to teach, Edinburgh has a good story to tell. In 2005 education and social work came together to form a new department – Children and Families. This provides an integrated team approach to working with children, bringing together teachers, youth workers, social workers and other professionals. Recent HMI reports also demonstrate that, as an employer, it is a good authority. Edinburgh schools offer as wide a range of subjects as possible. There is a rich diversity of pupils and, from that, a belief that schools are truly comprehensive. There is, however, a strong tradition of independent schooling in the city which creates movement in the pupil population. Another issue peculiar to Edinburgh is the relatively high percentage of parents who make placing requests.

It is relatively easy to recruit teachers at the early stages of their careers. For those who have settled in other parts of the country and are considering moving here, the expensive housing market has implications. Good commuting links, however, may offset this problem.

Promotion prospects are good because of the number of schools. There may be opportunities to become a principal teacher of a subject or curriculum leader. And, because of the desire to offer a wide school experience, there are excellent opportunities to capitalise on teachers’ talents in extra-curricular activities such as sport and the Duke of Edinburgh Scheme. Through the policy of devolved school management head teachers have a great deal of autonomy in running their schools and managing budgets.”

Hot tips

If you are considering a career in teaching, relevant experience through work or voluntary activities is invaluable

Remember, however, that there is a variety of opportunities for graduates in the education sector, over and above teaching

Keep up to date with current educational issues by reading Times Higher Education, the Times Educational Supplement Scotland, both published weekly, the Guardian (Tuesday) and other good quality newspapers
Overview

Edinburgh and the Lothians has a long history of innovation and remains one of the top ten locations in Europe for science and technology. As a major European city, Edinburgh attracts its share of engineering and technology companies. The Edinburgh area’s particular strength lies in its research base across a number of key engineering and technology sectors.

While there are a number of specialist and multidisciplinary engineering and technology companies with a national and international outlook, these range from those who have a head office or an engineering base in Edinburgh and the Lothians area to those with perhaps just a local office.

In the area there are over 100 engineering consultants, providing a range of opportunities across a variety of engineering disciplines. There is also a variety of specialist engineering organisations covering a range of mechanical, chemical, electrical and electronic engineering functions.

The Edinburgh area has had success in producing innovative research, products and processes across a number of sectors. While there are significant overlaps between developments in science, technology and engineering (notably stem cells, bioinformatics, biotechnology, medical devices and diagnostics, drug discovery and development among others), within this chapter the focus is primarily on the key engineering and technology sectors.

Sectors where Edinburgh has had particular success include microelectronics, optoelectronics and photonics, oil and gas, renewable energy and nanotechnology.

Key Sectors

Microelectronics and Microelectromechanical Systems (MEMs)

The sector is comprised of companies supplying semiconductor devices and accompanying software to end users, who are often electronics system or sub-system equipment companies. MEMS is the technology of very small machines with a number of common applications including: automobiles, pressure sensors, flat screen television and digital camera displays, motion-sensing control in wireless control game consoles etc.

This is a rapidly growing global market and with its excellence in microelectronic research and innovation, Edinburgh is well-placed to capitalise. Edinburgh and the Lothians is part of the ‘Silicon Glen’ in Scotland, an area where microelectronics and its related industries have developed a critical mass of firms and research in the field and flourished. Significant breakthroughs such as the world’s first ‘camera on a chip’ and the world’s smallest television screen have secured Edinburgh’s reputation as a leading global location for microelectronics, attracting research and development investment from across the world.

In Edinburgh, Wolfson Microelectronics and MicroEmissive Displays have successfully commercialised world-class research in this field to become competitive global players. Organisations including the Scottish Microelectronic Centre and Point 35 Microstructures (the equipment solutions specialist) are building on this strength by competing in the growing sub-sector of MEMs.

Optoelectronics and Photonics

Edinburgh and the Lothians is home to a rich cluster of photonics and optoelectronics expertise.

The area boasts more than 25 years’ experience in optical information processing, optoelectronics and fibre-based optoelectronic systems. The Institute for System Level Integration in Livingston, West Lothian, is the world’s first centre of excellence in the exploration of system-on-chip design, system level integration and related technologies and further research collaboration continues to build on this expertise. Multi-disciplinary collaborative research at Edinburgh and Heriot-Watt Universities and their industry partners will help the area grow and develop its position further in this field. Commercial successes in this sector include Edinburgh Instruments, Photonic Solutions, SELEX and industry innovations such as the world’s first underwater radio frequency and broadband modems.

Oil and Gas

The area has a recognised specialist centre of excellence at The Institute of Petroleum Engineering, Heriot-Watt University which reflects Edinburgh’s research strength in the academic disciplines associated with oil and gas. The research community in the area has responded quickly to industry developments with initiatives such as the Scottish Centre for Carbon Storage and the Edinburgh Collaborative of Subsurface Science and Engineering (ECOSSE). The knowledge and processes developed at these centres will contribute significantly to UK, European and global CO₂ reduction and help local companies capitalise on new opportunities and markets in these areas. While the focus of the oil industry in Scotland is invariably Aberdeen, companies based in Edinburgh and the Lothians which are involved in and provide supporting services for the oil and gas industry include Cairn Energy, Bredero Shaw and BUE Marine.
Renewable energy

Scotland has forged an international reputation in renewable energy, with many commercial and research organisations exploring the development of sustainable energy from abundant resources including wind, wave, hydro, biomass and tidal.

In Edinburgh, the city's universities are leading a number of multidisciplinary research projects, backed by considerable funding and investigating areas such as how to incorporate small-scale renewable energy sources into electrical energy systems. Research facilities have also been set up to investigate marine power generation, alternative energy from natural hydrates and fuel cell technology.

Edinburgh-based renewables companies include Ocean Power Delivery (developers of the world's first commercial wave farm), Renewable Devices (responsible for the world's first silent, building-mountable wind turbine) and RePower (a global company developing, producing and installing multi-megawatt wind turbines).

Trends

According to HESA data (2004 – 2006), less than 5% of new graduates entering employment in Edinburgh and the Lothians were working in the engineering sector (570 out of 13,665).

One in four new graduates entering full-time paid employment in the engineering sector locally were in graduate level positions (380 out of 500). 60% of new graduates entering full-time paid employment in the engineering sector locally were working in companies with more than 250 employees (250 out of 405).

So although the industry in the area is focussed on a number of small specialist companies, the largest proportion of employment is found within larger companies.

The specific types of roles undertaken by graduates within six months of graduation are predominantly professional engineering roles in fields such as:

- design and development,
- electronic
- mechanical
- software design
- civil
- electrical
- production and processing

Other fields represented include quality control, chemical, electricity generation, avionics, radar and communication.

Graduates have been employed across the engineering sector in companies such as Wolfson Microelectronics, Agilent Technologies, Selex Sensors and Airborne Systems, McTaggart Scott and RePower as well as in some of the larger multidisciplinary engineering companies.

CASE STUDY (Graduate)

Graeme

"I started with Selex in June 2007 having completed an MEng in Electronic Engineering at Sheffield University. I am a Hardware Engineer and my role involves circuit design, FPGA design, simulation, testing and prototyping.

I decided to come to Edinburgh because I wanted to work in defence electronics and my girlfriend wanted to do a PhD and the city had a strong pedigree in both areas. Selex was pretty much an identical match to what I was interested in and my experience of the company as a graduate is that my opinion has mattered from day one and I have not been restricted in how I go about things. I can try different ways of doing things and am allowed to make my own mistakes (within limits).

Selex Galileo has been established in Edinburgh for over 60 years. Their key products are radars and electro-optic systems such as lasers for the global defence industry. They recruit 20-30 graduates each year across a range of disciplines. Between 15 and 20 are engineering roles in hardware, software, systems, mechanical, supportability, quality and test.”
CASE STUDY (Graduate)

Catherine

"I graduated in 2001 from the University of Nottingham with MEng Mechanical Engineering. I joined REpower in 2006 and work as a Sales Support Engineer.

My job involves: responding to technical queries from internal and external customers; supporting on technical aspects of tender and contract negotiations; site assessment of potential wind farm sites. Wind power is still a growing industry which means that I am constantly learning and have the chance to influence new technologies and how they develop. There is a general atmosphere within the industry that we are all working towards a common goal.

Within the industry REpower is respected as a manufacturer and, as a global company, gives me the opportunity to experience working in an international environment.

Edinburgh is a beautiful city with so many things to see and do. It’s also a small city which means that you can feel at home fairly quickly. Public transport around the city and linking to the rest of the UK is excellent.

Founded in 2003 REpower manufacture and supply multi-megawatt wind turbines providing end-to-end wind farm solutions from initial site assessment through to installation and maintenance.

As a small company there is no formal graduate recruitment scheme, however, internships, sandwich placements and work experience are offered as well as graduate positions.

Repower is also committed to the ongoing training and development of all staff and in July 2008 I graduated with an MPhil in Mechanical Engineering from the University of Strathclyde."

Further information

Scottish Renewables
Forum of key players for the renewable energy industry in Scotland. Members share a common interest in the development of renewables in Scotland.
www.scottishrenewables.com/

Electronics Scotland
Independent trade association representing the electronics sector in Scotland
www.electronics-scotland.com

Talent Scotland
Information on industries in Scotland including electronics and energy. The site also enables you to search for companies and vacancies by geographic area.
www.talentscotland.com

Scottish Enterprise
Information in ‘Your Sector’ section of site giving overview and company information on Aerospace and Defence, Energy, Manufacturing, and Electronics industries in Scotland among others
www.scottish-enterprise.com/

COGENT
The Sector Skills Council for the oil and gas extraction, chemicals manufacturing and petroleum industries. The site includes links to profiles in the industry and links to oil and gas companies.
www.cogent-ssc.com
Overview

Edinburgh is home to the second largest financial services centre in UK outside London. The numerous and varied financial institutions that have located in Scotland’s capital make the city the fifth largest investment centre in Europe and the fifteenth largest in the world. Many of the financial organisations can be found in close proximity to St Andrew’s Square; George Street; Queen Street; Lothian Road, the Fountainbridge Exchange business district and Edinburgh Park in the western outskirts of the city.

The sector in Edinburgh is largely comprised of companies operating in the following areas: Banks and Building Societies; Pensions, General Insurance and Life Assurance; Investment Management; Asset Servicing and Investment Operations; Corporate Finance & Broking and Technical & Support Services.

For over 300 years the city has been involved in providing financial services to private and corporate customers in Scotland, the UK and across the globe. Today, the financial sector is the largest employment sector in the city and makes a significant contribution to the economy of Edinburgh, employing over 43,000 people - 14% of the total working population in the city. This figure reflects Edinburgh hosting almost half of the 97,000 people employed within the financial sector throughout Scotland as a whole.

The city is headquarters to some of the biggest names in the financial world, including the Royal Bank of Scotland which employs just under 9,000 people, is the fifth largest bank in the world and is now based at a new £400 million headquarters on the outskirts of the city where around 3,300 staff work in a ‘village’ environment. Other major players in the sector that have based their head office in Edinburgh are Scottish Widows, Lloyds TSB, Standard Life and HBOS. HBOS now have 50% of their entire workforce based in Edinburgh.

Financial companies are not alone in deciding to base themselves in Edinburgh and the city is home to many professional bodies and finance related organisations such as:

- The Institute of Chartered Accountants of Scotland
- The Faculty of Actuaries
- The Chartered Institute of Bankers
- The Chartered Institute of Insurance
- Scottish Financial Enterprise
- The Financial Services Advisory Board
- Scottish Investment Operations

Trends

The finance sector is still the fastest growing area of the Scottish economy and now contributes £7bn pounds to Scotland’s Gross Domestic Product. Between 2000 and 2006 the financial services industry grew by 55% - four times faster than the economy in Scotland as a whole. Edinburgh has benefited from this growth and has experienced outstanding growth recently in the size of its finance sector. There are plans to develop the sector even further as part of the new waterfront development project, including a proposed Edinburgh World Trade Centre as a centrepiece landmark.

At present, growth within the sector is due primarily to the activities of large, mainly multinational, organisations based in the city. According to HESA data (2004 – 2006), 12% of new graduates entering full-time paid employment in the finance sector in Edinburgh and the Lothians were employed by SMEs, i.e. companies employing less than 250 people (115 out of 970). The predominance of large companies as being the major employers in the sector is reflected in the list below which indicates where many graduates are employed:

<table>
<thead>
<tr>
<th>Company</th>
<th>Location</th>
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<tr>
<td>HBOS</td>
<td>Standard Life</td>
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<td>RBS</td>
<td>Lloyds TSB</td>
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<td>HSBC</td>
<td>Citigroup</td>
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<td>JPMorgan</td>
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<td>BlackRock</td>
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<td>Bank of New York</td>
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The predomince of large companies as being the major employers in the sector is reflected in the list below which indicates where many graduates are employed:
Graduate Career Prospects

According to HESA data (2004 – 2006), there has been an average increase of 7% in the number of new graduates employed in the finance sector over the last 3 years.

11% of new graduates entering employment in Edinburgh and the Lothians were working in the finance sector (1,500 out of 13,665). Most graduates working in this sector completed their studies in Scotland. Overall, four out of five graduated from a Scottish university (1,305 out of 1,500), with a total of 60% of students graduating from one of the four Edinburgh based universities (895 out of 1,500). It is worth noting, however, that only 61% of graduates working full-time in the sector were in jobs that required a degree qualification (715 out of 1,175). Whilst the majority of graduates over the last four years or so are working in jobs appropriate to their degree level qualification, a significant number are working in ‘non-graduate’ level positions.

From HESA data from 2004 to 2006, a breakdown of the types of roles within the finance sector in Edinburgh reveals that 21% of graduates were employed as counter clerks; 12% as chartered accountants; 10% as call centre/customer care advisers; 6% as finance and investment analysts; 6% as financial administrators and 5% as actuaries.

As far as starting salaries are concerned, students with a postgraduate qualification who are occupied in finance roles in Edinburgh fare much better than their undergraduate counterparts. Between 2004 and 2006, 51% of postgraduates working full-time in the finance sector were earning over £20,000 (65 out of 125). The corresponding figure for students with a first degree was only 17% (80 out of 470). This ‘postgraduate premium’ is further exemplified by the fact that 19% of postgraduate students in the sector were earning starting salaries in excess of £35,000 (25 out of 125).

Hot Tips

To stand the best chance of starting your finance career in Edinburgh, take note of the following:

- Try as hard as you can to achieve a 2.1 or above
- Be aware that many organisations within the finance sector will not only be asking for a good degree, they will also want to see that you have performed well in your Higher or A-Level exams.
- Be ‘business aware’ – read as much as you can about what is going on in the financial world around you so that you can impress potential employers with your commercial awareness.
- Attend one of the ‘Insight Days’ run by larger financial organisations which are a great opportunity to find out what it is like to work in finance, make valuable contacts and a favourable first impression with a potential employer.
- There has been a trend within the sector in recent years for companies to view their internship programme as a way of assessing potential graduate trainees. While in your penultimate year of study give serious consideration to applying for a place on a summer internship programme.
- Don’t give up if you find yourself unable to get a place on one of the ‘formal’ graduate training programmes. The number of places on these programmes is relatively limited and every year there are many more graduates applying for places than there are places available.
- If you are genuinely motivated and enthusiastic about working for a particular company, you might want to consider applying for a role outside the graduate scheme.
- Getting into an organisation is the difficult bit – once you are working for them you will develop a much better sense of how to best develop your career within the company.

Vacancies

Opportunities for graduates seeking to work in Edinburgh in the area of finance can be found in a variety of paper and web based resources. A good starting point is to research the vacancies advertised through the following:

- University careers services’ websites
- Local and national newspapers
- Scottish Investment Operations
- Institute of Chartered Accountants of Scotland

Don’t forget – most of the employers recruiting graduates into the finance sector in Edinburgh will welcome speculative applications.
CASE STUDY (Graduate)

Trainee accountant with a medium-sized accountancy firm

"I was fortunate enough to work as an intern with the company during the summer of my penultimate year after which they offered me a traineeship on the condition that I achieved a 2:1 in my final exams (BSc Maths).

My duties vary week to week depending on what stage of the audit we are at. At the moment I am mainly based on the client’s site looking at the financial systems they have in place and to see if they can be improved. One of the things that attracted me into accountancy is that the work is so varied. I’m currently working towards the second level of my accountancy exams having gained exemptions from the first level through studying Accountancy and Finance at university. This might sound sad, but I’ve wanted to be an accountant ever since I started high school. I think I’ve always had an obsession about money and making the most of it!

The firm I work for is not that big, around 120 employees, and has offices in Edinburgh and Glasgow. Working for a relatively small company means that I have got to know all of the other trainees really well and feel that I can rely on colleagues who have just completed their professional exams to support me in my studies.

I’m originally from the south east of England but have been in Edinburgh now for six years. I came to Edinburgh to study and now think of the place pretty much as a ‘second home’. Coming from a small village, I wanted to experience living in a big city to see if it lived up to my expectations.

The thing I really like about Edinburgh is that it is big enough to provide all you need in the way of entertainment and shopping, but small enough to be able to get around the city quite easily. The buses are usually very good and I think that the new tram system should make getting around the city even easier.

Although the cost of living in Edinburgh might be high compared to some places, it is not any worse than any other major city in the UK and it has the added attraction of putting on a great international festival every year. The only thing that is concerning me at the moment is whether or not I’m going to be in a position soon to actually buy property in Edinburgh – every time I look the prices seem to be getting further out of my price bracket. I suppose I’ll just have to wait until I’m earning better money as a qualified accountant.

Professionally, I couldn’t be better placed to carry out my job. For any business based in Edinburgh, there are fantastic transport links by air, road and rail to be taken advantage of. I can be in a meeting with a client in London within two and a half hours or in the Glasgow office within the hour.

Because Edinburgh is the UK’s biggest financial centre outside London, it means that I get to meet up with fellow professionals on a regular basis, usually in the pub it has to be said, where we can all catch up on the latest gossip doing the rounds. It’s also a great way for me to make friends and build up a network of contacts that might come in useful in the future!

Although the news just now seems to be all about how the financial sector is in crisis, I still get the feeling that five years down the line there will be even more finance based companies locating their offices in Edinburgh as it continues to grow.

Although I love living and working in Edinburgh at the moment, I’m not ruling out the possibility of moving elsewhere in the future to further my career. I’d love to think that I could end up as a partner in the firm I am with now, but you never know. Even if I did move away from Edinburgh, I think I would always keep the possibility open for a return at some point – maybe to retire!"
Overview

According to HESA data (2004 – 2006), the health sector is the largest employer of new graduates entering employment in Edinburgh and the Lothians. The number of new graduates working in the health sector locally has steadily increased over the past 3 years (2004; 865, 2005; 935, 2006; 1,120). The vast majority of new graduates entering full-time paid employment in this sector locally were in graduate level positions (2,045 out of 2,225).

In addition to clinical roles such as nursing and medical professionals, graduates are employed as scientists, healthcare managers, social workers, social services managers, community workers and statisticians among many others.

Although most graduates are employees of NHS Lothian, they are also employed in a range of settings including private practice and voluntary organisations.

Trends

The health sector in Edinburgh and the Lothians is dominated by NHS Lothian which is also the biggest employer in the region. It currently employs 15,000 nursing and midwifery staff and around 2,700 medical staff out of a total workforce of approximately 28,000. Between 1996 and 2006 the medical workforce in the NHS Lothian area increased by 26%. The nursing workforce increased by 17% over this same period and this has mainly been in the registered nurse workforce (the unregistered nurse workforce has experienced minimal change). The number of trainee doctors has grown by 26% in the same ten year period.

Clinical psychology is the area which has expanded the most and at all levels. There has been an increase of 89% across training, assistant and qualified levels over ten years.

The numbers of healthcare scientists has grown (and is expected to continue to do so) and areas such as qualified technical staff, biomedical scientists and clinical scientists have increased by approximately 20%.

There has also been a rise in allied healthcare professionals (AHPs) over the last ten years, most significantly in occupational therapy, physiotherapy, radiography and speech and language therapy. As a result of Modernising Medical Careers (MMC) and the development of a different approach to rehabilitation this trend in an increasing number of AHPs looks set to continue.

The recent introduction of MMC and the European Working Time Directive (EWTD) has had a significant impact on the NHS workforce, throughout the UK as well as in NHS Lothian.

Due to the changing nature of the local population over the coming years NHS Lothian predicts that there will be an increased number of staff working specifically in orthopaedics, cancer and older people’s services. This is likely to result in a need for change in the current profile of the medical workforce from how it is at present. There is also a move to providing more community care with the development of community treatment centres.

Employers

The vast majority of graduates who work in the health sector in Edinburgh and the Lothians are employees of NHS Lothian. It is also the biggest employer of graduates working in graduate level jobs in the region. However, graduates working in the health sector are also employed by voluntary organisations, private practices, private care homes and major retailers (especially in the case of optometrists and pharmacists).

Within NHS Lothian there is a range of environments to work in such as primary, community-based and acute hospital services.

There are 3 main hospital sites in the area and they are:
- Royal Infirmary of Edinburgh based at Little France
- Western General Hospital based at Crewe Road, Edinburgh
- St John’s Hospital based at Howden, Livingston

There is also a range of specialist hospital services including paediatrics, acute psychiatry, care of the elderly, learning disabilities and rehabilitation provided at:
- Astley Ainslie Hospital
- Royal Hospital for Sick Children
- Royal Edinburgh Hospital
- Royal Victoria Hospital
- Liberton Hospital
- Lauriston Building
- Princess Alexandra Eye Pavilion
- Roodlands Hospital

NHS Lothian’s University Hospitals Division (UHD) provides a range of acute adult and children’s services to the population of Edinburgh and the Lothians, along with more specialised health services for patients from all over the country.

Community Health Partnerships (CHPs) exist throughout Scotland and provide a wide range of community-based health services. These services are delivered in the community in homes, health centres and clinics. Within Lothian, there are 3 CHPs and one Community Health Care Partnership (in West Lothian). CHPs include GPs, pharmacists, dentists and opticians.
Graduate Careers

Within the health sector in Edinburgh and the Lothians, graduates are employed in a wide range of jobs. According to HESA data (2004 – 2006), a high proportion of new graduates entering full-time paid employment in the health sector in Edinburgh and the Lothians were in graduate level clinical jobs, of which the two largest groups were nurses and trainee doctors. Within nursing, the largest proportion were working as staff nurses (adults), followed by staff nurses (children), then staff nurses (mental health) and a significant number were non-hospital nurses working in general practices, clinics and other community settings. Graduates are also employed as physiotherapists, medical radiographers and pharmacists.

The Clinical Scientist Training Scheme (www.nhscientists.info) operates in this area. In Scotland, laboratories advertise as a consortium, as well as individually, throughout the year and vacancies appear in both The Scotsman and New Scientist.

According to HESA data (2004 - 2006), a significant proportion of new graduates entering full-time paid employment in the health sector in Edinburgh and the Lothians were employed as Social Workers. Social workers (and care assistants) work for a range of employers including voluntary organisations.

The NHS Scotland Management Training Scheme (wwwnts.scot.nhs.uk) is a two-year health service management programme which offers the opportunity of completing a management postgraduate qualification and has the guarantee of a one-year post at the end. It is possible for trainees to work within Edinburgh and the Lothians.

CASE STUDY (NHS Project Manager)

“I’m working for NHS Lothian in a project management position, although I’ve recently been working in strategy development on a secondment to the City of Edinburgh Council. I had previously been on the national graduate training programme for the NHS from 2004-06. I studied Philosophy at the University of Edinburgh and graduated in 1999. I was keen to stay on in Edinburgh after university because many of my friends were basing themselves here and there were a good number of opportunities in the public sector. It has a large NHS organisation, large local authority and many national government functions all based within the city. Possibly because of this, I haven’t yet felt it necessary to move away to further my career.

Despite constant structural changes within the NHS it is a generally a very stable employer. In the coming years the pressures of an ageing population and rising staffing and medical costs will force a radical change in the way healthcare is delivered. I think this might create a need for more expertise within management, meaning a greater number of opportunities for graduates to get involved in the NHS besides clinical staff.

My income allows me to have a very good standard of living in the city. Although housing can be expensive I have been able to buy here. Renting is very reasonable by comparison with some other major UK cities and transport costs are very low. Though the city is small, it definitely punches above its weight when it comes to things to do. Newcomers to the city will be surprised by just how much is going on here all the time with all the arts, music and festival events. It’s a really beautiful city to live in too, which I certainly feel is one of the day-to-day rewards of living in Edinburgh. And it’s easy to get out into the Highlands within a short time, or further afield from the airport. Basically, you get all the benefits of living in a capital city with few of the downsides – what’s not to like?”

Further information

- List of hospitals in Edinburgh and the Lothians
  www.nhslothian.scot.nhs.uk/hospitals/hospitals.asp
- Information about NHS Lothian
  www.nhslothian.scot.nhs.uk
- NHS Education for Scotland
  www.nes.scot.nhs.uk
- Careers in the NHS throughout the UK
  www.nhsrecruit.nhs.uk
- Use Yellow Pages to search for private practices, care homes and health professionals
  (www.yell.com)

Hot tips

Vacancies in the health sector in Edinburgh and the Lothians are advertised in several places:

- On the NHS Lothians website
  (www.nhslothian.scot.nhs.uk)
- With Jobcentre Plus and on their website,
  (www.jobcentreplus.gov.uk)
- Local newspapers such as The Scotsman on a Friday and the Edinburgh Evening News on a Thursday.
- Professional bodies’ websites and journals
- National newspapers (such as the Guardian) advertise vacancies for jobs in this area
- For jobs in the voluntary sector use the Goodmoves website
  (www.goodmoves.org.uk)
Overview

Scotland has its own legal system, separate from England and Wales, based on Roman Law rather than Common Law traditions as in England and Wales. The Lord Advocate heads the Crown Office and Procurator Fiscal Service, centred in Edinburgh, which provides Scotland’s independent prosecution and deaths investigation service.

Edinburgh is also the centre of government and the court system in Scotland, plus a thriving financial and commercial centre whose legal business needs are serviced by large commercial and corporate law firms. As a result, there are many opportunities for graduates in the legal sector in Edinburgh and its environs. These are both as qualified legal professionals and in legal support roles, which is the focus of this chapter, but also in corporate service roles in larger law firms, (e.g. human resources, IT, accountancy and library and information work), and in the related areas of policy and government, criminal justice, regulatory services, business and finance.

The legal profession itself has two branches, solicitor and advocate (the equivalent of barrister in England and Wales). To work as a qualified legal professional here you need to meet the requirements of the Law Society of Scotland or the Faculty of Advocates. Over 10,000 solicitors are registered with the Law Society of Scotland, with just under one third working in the Edinburgh and Lothians area.

The Faculty of Advocates is the independent body of lawyers who have been admitted to practise as advocates before the Courts of Scotland. The Faculty is based in Parliament Square in Edinburgh and there are currently 460 practising advocates (a quarter of whom are women), and approximately 20 to 25 new advocates are admitted each year. Advocates are essentially self-employed independent lawyers.

Trends

The legal sector in Scotland has expanded over the past decade, particularly the larger commercial firms. However, the current ‘credit-crunch’ is now cause for concern particularly for firms with high exposure to property, and there is fear of redundancies. Other areas of the profession are also facing challenges - changes in the funding arrangements for legal aid work are causing concern for firms practising in this area, and rural practices are finding it more difficult to recruit. There has been an increase in the number of in-house lawyers (i.e. those working in organisations’ own legal departments), who now account for around 27% of the solicitors in Scotland.

Traineeships - the period of practical experience needed before fully qualifying as a solicitor – are offered by a wide range of legal firms and organisations, though the majority are with the larger commercial firms. Over the last ten years the number of graduates entering the profession as legal trainees has increased steadily. In November 2007 there was an all-time high of 629 traineeships in Scotland, with the largest number of these (280) centred in and around Edinburgh. Again, this may be a peak as current concerns about the credit crunch are causing some firms to re-consider their trainee numbers.

Legal Profession Opportunities

Major employers of graduates in the legal sector are the large commercial firms. The intensely competitive commercial legal market in Edinburgh is dominated by the Big Four: Dundas & Wilson CS LLP, Maclay Murray & Spens LLP, McGrigors LLP and Shepherd and Wedderburn. Outside these there are around 25 firms in Scotland, most with offices in Edinburgh, who dominate the graduate recruitment market and account for approximately 45% of all traineeships (Law Society of Scotland statistics, Nov 07).

Opportunities also exist in law firms outside the commercial sector. It is possible to train and work as a solicitor in practices specialising in criminal defence, legal aid work, domestic property and conveyancing, private client work, law centres, to name but a few. There are also a large number of small firms of five partners or less who recruit trainees, usually one or at most two, per year. In addition, there are vacancies in rural practices but these can be difficult to fill for employers, as many new solicitors prefer to stay in the city and busier central belt.

In-house work is a growth area though offering proportionately fewer traineeships than private practice firms. It is possible to move between private practice and in-house once qualified, and the oil, finance, construction, utilities and insurance companies are just some of the organisations with in-house legal departments. Organisations in Edinburgh which do take trainees include the Government Legal Service for Scotland, Edinburgh City Council and banks such as HBOS and Standard Life.

Most advocates are based in Parliament House in Edinburgh and work as self-employed individuals, instructed and paid by solicitors and some other professionals. A small number are employed within industry or local government.
Other Legal-Related Opportunities

**Legal support** - a small but growing number of Scots law graduates find work as paralegals. The Scottish Paralegal Association is working closely with the Law Society of Scotland to create a new 'Registered Paralegals' status.

For more information on the scope and range of work available, and vacancy information, consult the Scottish Paralegal Association. Other roles in legal support include advocates’ clerk, licensed conveyancer, legal secretary and legal cashier.

**Policy work** – including roles in central and local government, the voluntary and charity sector (which is well-represented in Edinburgh) and lobbying and pressure groups.

**Criminal justice system** – including jobs within the police and prison service, criminal justice social work (Scottish equivalent of probation work), court service and children’s panel, and related voluntary sector organisations.

**Regulatory services** including Health and Safety Executive and Trading Standards and advisory services such as Citizens Advice Scotland may provide opportunities for those interested in understanding and explaining law to employers, businesses or members of the public.

**Business and finance** – many roles in this sector have a legal component, including accountancy, compliance, tax advice and human resources.

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CASE STUDY (Lawyer, Government Legal Service for Scotland)

“I work as a Principal Legal Officer with the Government Legal Service for Scotland (GLSS). I am currently based in the Litigation Division and am involved in defending civil actions, including those involving the Scottish Prison Service and the Crown Office.

I grew up in Ayr, and studied law at the University of Aberdeen. I completed an LLM in Jurisprudence and Criminology, and a Diploma in Legal Practice at the University of Edinburgh. I also graduated with a Masters in Human Rights from the University of Padua, Italy.

I chose to pursue my legal career in Edinburgh as it is a comfortable and civilised place to live and work. It has the advantages of an international city while being close to home and family, coast and hills. Having decided to follow a career in Scots public law, there are only advantages to living in Edinburgh, particularly as it is the political, as well as legal, centre of the country.

My traineeship with GLSS was advertised in the Scotsman and the Careers Service website during my Diploma year. I have thoroughly enjoyed my training and work with GLSS. GLSS sells itself as “the most varied career in law” and after three years I would have to agree. The range and level of professional experience is unusual in Scotland. I would expect to develop my career within GLSS. There are opportunities to work in all areas of public law and a number of interesting secondments available, including in London and Brussels.

My salary is currently £36,000, which is now the post-qualification starting salary for all new GLSS solicitors. Notwithstanding hyper-inflation and the cost of a barrel of oil, this should provide for a decent lifestyle in Edinburgh. Only a saint would argue that money is never important, but it is subservient to job satisfaction and career development, and would not be a motivator for me in moving away from this area as I feel I am rewarded fairly for the work I do. It is not my intention to move at the moment, particularly as I have just bought a derelict flat in Leith and have ‘plans’ to improve it!

If you’re a student or recent graduate interested in working in this sector in Edinburgh and Lothian, and are eligible, go and see the Careers Service; I did before my interview for this job and it was of real assistance. Also, do some research on major developments - legal and otherwise - in the Scottish Government and the Scottish Parliament. It will pay great dividends at interview and for your work with GLSS.”

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CASE STUDY (Representative from the Law Society of Scotland)

“The Society is the professional body for Scottish solicitors. It represents and regulates solicitors, and complements the work of other organisations by providing careers advice to those interested in careers in the profession.

There are currently over 10,000 solicitors in Scotland, with around 500 new solicitors entering the profession each year. In the last decade there has been a move away from the concept of “general practitioner” and towards specialised legal services, and multi-faceted practices comprised of specialists. The profession should continue to grow. In 2008 solicitors voted in favour of Alternative Business Structures for law firms to adopt in providing legal services in Scotland. In the future, the traditional model of a law firm and partnership structure may sit amongst other models of ownership. Solicitors could choose to set up partnerships with different professions, such as accountants or surveyors, sharing clients and delivering different services under one roof."
Changes

2008 is a year of unprecedented change for the Scottish legal profession. Firstly, the Scottish Legal Complaints Commission will open its doors in October 2008, acting as a gateway for all legal complaints and will deal with service complaints against Scottish solicitors. Coupled with this is a Law Society of Scotland consultation on solicitors’ standards which aims to clarify what those using legal services can expect from their lawyer. Since 2006 the Law Society of Scotland has also been consulting on routes into the profession. Generally speaking, the system of education and training of solicitors will evolve. This will have an impact on the profession. Generally speaking, the system of education and training of solicitors will evolve. This will have an impact on the profession.

Opportunities

As the “big four” law firms, and many large and medium sized law firms are represented locally, this has an impact on the number of graduate positions (training contracts) available in this area. There is a concentration of training contracts in the central belt of the country, with medium and large firms taking large numbers of trainees every year.

The current economic slowdown has affected the number of traineeships on offer, and we anticipate this trend continuing in the short to medium term. This is partly attributable to the downturn in the Scottish conveyancing market. Irrespective of this, however, securing a traineeship in Scotland is always competitive as there are more law graduates than jobs available.

Once trainee solicitors are qualified, however, there is far more competition between firms to retain these newly qualified solicitors. There is a variety of law firms and organisations employing solicitors in the local area. From large commercial law firms, to high street practices and business employing solicitors in-house, there is a huge range of choice for graduates. However, all Scottish law firms are competing with the City, where salaries are highly attractive to graduates.

Job Hunting Tips

There are various mechanisms students and graduates can use in order to secure a traineeship. The newly created Association of Graduate Careers Advisory Services (AGCAS) shared vacancies site, a central resource of traineeships available, should help make the process easier. TARGETJobs Law Scotland, a new publication in Scotland which is supported by the Law Society of Scotland, also lists traineeships and closing dates which are often two years prior to the commencement of the traineeship itself.

As well as using the careers service at their university and attending university law fairs, students should also take advantage of the complementary projects run by the Law Society of Scotland. The Society will continue new projects to support students and graduates seeking employment in the profession. Those interested should visit our website (www.lawscot.org.uk)

The traditional method of sending speculative applications to law firms or training organisations should still be used, as not all those employing solicitors have the resources to attend law fairs or launch expensive marketing campaigns. Many smaller organisations decide that they need trainee solicitors throughout the year, and may need them quite quickly. Students should not think that missing deadlines of large, commercial law firms means all is lost.

Further information

Law Society of Scotland – www.lawscot.org.uk
Includes a database of solicitors, law firms and organisations employing solicitors. Information on how to train as a lawyer, plus how to convert from other jurisdictions – and much more.

The Journal on-line - www.journalonline.co.uk
Journal of the Law Society of Scotland, with news, articles and vacancies.

Faculty of Advocates – www.advocates.org.uk
Includes information on the role of an advocate, and how to qualify.

Scottish Paralegal Association - www.scottish-paralegal.org.uk
Information on training and work as a paralegal, plus vacancies.

Legal 500 - www.legal500.com
For an overview of the legal profession in Scotland and Edinburgh, and the major law firms in different practice areas.

Includes information and downloads on qualifying as a lawyer in Scotland, finding traineeships, careers with a legal content which don’t require a legal qualification, and much more.

Hot Tips

• Remember Scotland has its own unique legal system.
• If you are a qualified lawyer from another jurisdiction you will need to contact the Law Society of Scotland or Faculty of Advocates to discuss your individual situation and find out how to re-qualify in Scots Law, to enable you to practise here.
• Competition to enter the legal profession is fierce at all stages - LLB, diploma and traineeship. If you are considering education and training for the legal profession in Scotland, make sure you do your research thoroughly to maximise your chances of success.
• Traineeships are advertised via law schools, law fairs, university Careers Services and firms’ websites from the start of final year of the LLB (larger commercial firms), and throughout final and diploma year and beyond (smaller firms, public sector, in-house).
• Public sector traineeships are occasionally advertised in the press, and some smaller firms do not advertise, recruiting only from speculative applications.
• After qualification, most recruitment into private practice in the legal profession is via recruitment agencies. A good starting point to find relevant agencies is via the Journal of the Law Society of Scotland, available on-line or in hard copy. Some public sector opportunities are also advertised via the Scotsman and Herald. Also check the vacancy sections of individual firms’ and organisations’ websites.
Overview

The public sector covers a wide range of careers in several distinct areas. These include the Civil Service and other public bodies, local government (including education and social work), the health service, emergency services and the armed forces. Employers in all of these areas are represented in Edinburgh and the Lothians. Public Sector is the second largest employer in the area, after the business and financial services sector, employing 26% of the workforce (Futureskills Scotland, 2005).

The focus of this chapter is opportunities in public administration and policy development although there is some description of trends in public sector employment generally. Information about opportunities in the public sector arms of education and healthcare can be found in the other relevant chapters.

Trends

Since 1999, there has been a 9% increase in public sector jobs in Scotland (Scottish Government Statistics Office). Much of the increase in public sector jobs has been in local government, in particular in service delivery areas such as education and social work, and also in police and fire services. Additionally, the location of the Scottish Parliament and its associated civil service, the Scottish Government, in Edinburgh as a result of devolution of power in 1999 has brought with it new jobs to the area. Another influencing factor on the number of public sector jobs in the region has been the Lyons Review published in 2004 which set a target to relocate 20,000 UK Civil Service jobs out of the South-East of England by 2010. Councils in Edinburgh and the Lothians are active in trying to encourage relocation of some of these jobs to their area with, for example, an increase in jobs with HM Revenue and Customs and the Department for Work and Pensions within Edinburgh and West Lothian.

More recently, since 2006 there has been a small decrease in the number of public sector jobs across Scotland. One contributing factor in Edinburgh and the Lothians was the previous Scottish Executive’s policy to relocate public sector jobs out of Edinburgh which led to, for example, the headquarters of Scottish Natural Heritage moving to Inverness. The current administration has announced a new approach to this relocation policy which may mean less movement out of the region in the near future. The influence of the public services reform agenda, with its focus on increasing efficiency, quality and accountability of public services is as yet unknown but there will probably be an impact on both the number of jobs available and the career progression opportunities within organisations.

Employers

The public sector is a significant employer in the Edinburgh and Lothians area dominated by a few large organisations. A 2007 survey of Edinburgh’s largest employers (Edinburgh by Numbers) listed 7 public sector organisations in the top 25 including the City of Edinburgh Council with over 20,000 employees; the Scottish Government with 3,400 employees and Registers of Scotland with almost 1,200 employees.

The Scottish Parliament and the Scottish Government

Since devolution in 1999, the Scottish Parliament has been located in Edinburgh. The Parliament has responsibility for devolved (mainly domestic) issues including health, education, justice, environment and rural affairs, and transport. All other issues are reserved for the UK Parliament at Westminster.

The Scottish Parliament Corporate Body (SPCB), which supports the work of the parliament, employs 400-500 staff. They are not civil servants but act impartially to support the work of the parliament. The SPCB covers areas such as IT, information and research, media relations, clerking and reporting, human resources, finance, procurement, facilities management and legal services so there could be a wide range of career areas available to graduates.

Employing over 3000 staff, the Scottish Government, i.e. the civil service which supports the work of the Scottish Parliament, is located mainly in Edinburgh although departments can be found across Scotland.

The Scottish Government also has responsibility for a large number of agencies and public bodies, many of which have a presence in the region. This includes Scottish Court Services, Registers of Scotland, National Archives of Scotland, Scottish Prison Service, Scottish Agricultural Science Agency, Communities Scotland, and more. There is a wide range of opportunities for graduates within these agencies, from archivist to scientific researcher.

UK Civil Service

There are a number of departments or agencies of the UK Civil Service with a presence in the region. These include HM Revenue and Customs (which has over 1200 employees in Bathgate, West Lothian), the Department of Work and Pensions, the Health and Safety Executive, Department of Transport, British Council, Scotland Office, Ministry of Defence, and the Crown Office Scotland.

Local Government

There are 4 councils covering the area: City of Edinburgh, Midlothian, West Lothian and East Lothian Councils. Each is a large employer, with more than 38,500 staff in total (Source: Joint Staffing Watch Survey, the Scottish Government, 2006).
Careers for Graduates

Graduates can be found working in policy development, social research, information technology, communications/media affairs, as statisticians, economists, scientific advisers and many more areas.

Although there are many potential opportunities for graduates to work in public administration in Edinburgh and the Lothians there are few formal graduate training schemes. An exception to this is the Fast Stream recruitment into the UK Civil Service. Applicants to the scheme can request to be placed with the Scottish Government but there are limited places here compared to London. The number of Fast Stream places within the Scottish Government changes on an annual basis according to their need. According to sources within the organisation it is not anticipated that there will be any external recruitment onto the scheme in the immediate future but entrance will still be possible via the in-service route (i.e. open to employees of the Scottish Government). This may be an option again in the future if recruitment increases.

The Scottish Government recruits new graduates into positions such as assistant statistician, economist, policy officer, social researcher, archivist (with National Archives of Scotland), communications officer, and legal trainee but these are not always offered on an annual basis. They simply recruit when a vacancy arises. Many graduates also find employment in administrative roles (probably ‘non-graduate’) from which there may be opportunities to progress to ‘policy’ (i.e. more graduate level) grades.

Although the 4 councils covering the area provide opportunities for graduates, it is not common for them to offer formal graduate training schemes. Exceptions in the past have been Public Sector Accountancy and Management Information Services graduate training programmes but these have not been advertised consistently on an annual basis. Previous vacancies for graduates with relevant degrees include town planners, GIS professionals, social workers, community education workers, active schools coordinators and policy workers. The City of Edinburgh Council recruits interns into their economic development department and, although temporary posts, these may be good opportunities to gain relevant experience and take advantage of any permanent posts which arise.

All of the public sector employers mentioned advertise vacancies on their own websites. However, it is also worth looking at the vacancy section of The Scotsman on a Friday and checking out local newspapers as councils may often choose to advertise only locally (e.g. Edinburgh Evening News, West Lothian Courier, East Lothian News, Middlisthian Advertiser).

Graduate Employment

According to HESA data (2004 – 2006), 7.5% of new graduates entering employment in Edinburgh and the Lothians were working in the public administration sector (1,025 out of 13,665).

One in three new graduates entering full-time paid employment in this sector locally were in graduate level positions (600 out of 880). Two out of three of these new graduates were earning less than £20,000 (155 out of 245). They were employed in a wide range of jobs including social science re-searchers, personnel managers, IT technicians, public relations offices, town planners, economists, environmental health officers solicitors, accountants, archivists, civil service executive (policy) officers, and many more. 80% of new graduates entering full-time paid employment indicated they were working for a large employer with over 250 employees (550 out of 680).

CASE STUDY (Graduate)

Katrine is a Policy and Project Officer with the Scottish Government in Edinburgh. She joined via the Civil Service Fast Stream recruitment process about 3 years ago and has just started work on her 3rd placement during that time. She is involved in a project to streamline IT systems and processes that will implement EU agricultural grants payments.

Katrine originally moved to Edinburgh to study a Masters in European and Public Policy at Edinburgh University on the recommendation of a friend. She grew up in Denmark but, before coming to Edinburgh, did a BA Media and Cultural Studies in London.

Katrine loved studying in Edinburgh and, having decided she wanted a career in the Civil Service, applied to be placed in the Scottish Government through the Fast Stream. She believes that Edinburgh allows her to have a better standard of living than would be possible in London. It has all the amenities of London but on a smaller scale and she can easily walk or cycle to work! From a work point of view Katrine feels that she may be gaining a much broader experience early on by moving around different departments than would have been possible in London. The Civil Service, she believes, is modernising and there is a drive to improve efficiency.

On the down side, she feels that although she is part of the Civil Service she is disconnected from the rest of the UK Government, is possibly viewed with some scepticism by colleagues in Whitehall (a feeling she gets when attending training courses with graduates on the Fast Stream across the UK) and started on less money than she would have in London (but this is probably offset by the cost of living). Additionally, she thinks it may be slightly harder to further her career within the Scottish Government than it would be in the rest of the UK Civil Service as there appears to be a bit of a bottleneck of people wanting to move from policy to managerial roles. Despite this she feels there are opportunities to advance – through taking on secondment opportunities or additional responsibilities within a role, as well as applying for direct promotion to a managerial grade. She is confident she will be able to progress her career in Edinburgh and would very much like to remain living here.

Katrine did temporary work with the Scottish Government (through Pertemps) for 10 months before applying for the Fast Stream and would recommend this as very useful experience for graduates interested in working with the Civil Service. She also suggests keeping up to date with public sector issues through news, websites and specialist publications.

Although Katrine says that the work is often unglamorous (“you will not be answering Ministers questions all the time”), she does go home more than 75% of the time with a smile on her face because she feels she’s done something useful. She says the work is varied, she has access to and the ear of senior people and feels she has a good work-life balance.
Lesley is a manager in the Department of Economic Development in the City of Edinburgh Council (CEC). She originally trained and worked as a town planner, has worked in local government for about 20 years with the last 10 spent as a manager. She has worked for Scottish Borders Council, Fife Council and CEC.

Lesley doesn’t think that there will be further increases in the number of public sector jobs in the Edinburgh and Lothians area. The current Scottish Government has stated it wishes to slim down the number of jobs in certain areas of public sector – probably public administration – while diverting resources into front-end services, e.g. teachers, police. Other changes, such as Scottish Enterprise moving to regional administration and the merging of Leamdirect Scotland and Careers Scotland, may have an impact on jobs in public administration locally although this is uncertain at present. The ‘Shared Services Agenda’ which encourages public sector employers to look at ways of increasing efficiency and decreasing costs by sharing general business support services such as IT, payroll and human resources may result in a contraction of jobs although this is not certain.

Within the region Lesley thinks there are many opportunities for graduates to progress their careers in public administration, especially within the larger councils. Due to the presence of the Scottish Government within Edinburgh many of the available opportunities are high calibre and appropriate for graduates. For example, within the Economic Development department of CEC about 35 to 40 out of 60 positions are graduate level. The City of Edinburgh Council is also planning to introduce a more systematic graduate scheme that would allow for up to 2 years employment with planned rotation of tasks in different teams. This would give greater longer term job security for graduates and, whilst not being a guarantee of permanent employment, would increase chances significantly.

In Lesley’s experience, the sector does not have difficulty in attracting graduates but occasionally it may not attract graduates with the right blend of skills and interest / knowledge. She says that employers will be looking for genuine interest in working in the public sector and a commitment to what public service means (e.g. inclusiveness, fairness). CEC would expect a passion for Edinburgh and a wish to contribute to the success of the city. Other skills/interests sought are knowledge of current public policy, organisational skills, good telephone manner, research skills and the confidence to ask people for information. A relevant degree, e.g. marketing, business studies, economics or social sciences for economic development, may also be useful.

Within CEC, internships are available with Economic Development mainly but may also be available in other council departments such as Planning. These are temporary roles and they do not always lead to a more permanent position. However, Lesley says that if the graduate is good the Council may try to find them another position with themselves or a partnership organisation, e.g. Scottish Enterprise, and this is typical of public sector organisations. She suggests that the graduate make the most of any work experience to make contacts and ask about other opportunities, as there can be a lot of movement between departments and partners.

Lesley advises graduates to keep up to date with public sector issues, in particular those that are relevant to the specific organisation in which they are interested. They should have opinions, e.g. for Economic Development they would be expected to have ideas on how Edinburgh should develop and grow in the future. They should also look out for relevant lectures/seminars to attend such as the Festival of Politics and the Inspiring Edinburgh series of lectures.

Further Information

For information on services offered by the organisations, current issues, and vacancy listings look at the websites below.

Employers (including vacancies)

- The Scottish Government (includes links to websites of other government agencies) - www.scotland.gov.uk
- The Scottish Parliament - www.scottish.parliament.uk
- The City of Edinburgh Council - www.edinburgh.gov.uk
- West Lothian Council - www.westlothian.gov.uk
- East Lothian Council - www.eastlothian.gov.uk
- Midlothian Council - www.midlothian.gov.uk

Recruitment

- Fast Stream Recruitment - www.faststream.gov.uk
- Local government recruitment in Scotland - www.myjobsScotland.gov.uk

Information

- The Scotsman Newspaper - www.scotsman.com
- The Guardian Society section - www.guardian.co.uk/society
- Convention of Scottish Local Authorities (COSLA) - www.cosla.gov.uk
- Prospects (go to ‘explore job sector’ then ‘Local, regional and national government’) - www.prospects.ac.uk

Hot Tips

- **Work experience:** Try to get relevant work experience either while you are a student or after graduation. Some recruitment agencies specialise in placing staff within public sector organisations, e.g. Pertemps in Edinburgh recruits staff for the Scottish Government. Look out for internships offered by City of Edinburgh Council over the summer months.

- **Keep up to date:** It’s important to keep up to date with current affairs, the political scene in Scotland and to be knowledgeable about the local area and issues concerning the community (for local government). To do this read a good quality national newspaper on a regular basis, e.g. The Scotsman or The Herald, look at the society section of The Guardian on a Wednesday, and use the websites of the Scottish Government and local councils.

- **Be proactive:** Contact employers directly to ask about opportunities for work experience or internships; think about using your dissertation to focus on public sector issues and to network with employers if you’re doing a relevant degree.

- **Stepping stones:** Think about taking lower level work to get a ‘foot in the door’. Public sector organisations are well known for supporting development of their staff so there may be opportunities to progress if you impress.
Overview

It could be said that shopping has evolved over the decades into a social pastime for many. Edinburgh and the Lothians can certainly offer a wealth of retail attractions in the city centre as well as in suburban malls and satellite town retail outlets. In recent years, designer shops such as Harvey Nichols, Louis Vuitton and Armani are now all present in the fashionable Multrees Walk, at the east end of Edinburgh. This development has instilled new confidence in retailers and developers in the city, and changed the perception of the type of retail development that can take place. Harvey Nichols/Multrees Walk has helped the city to significantly raise its game as a retail centre.

The industry locally provides a range of job opportunities for graduates from all disciplines. Many chain stores including supermarket giants offer graduate training schemes. Such training makes an invaluable springboard to a professional career in the sector or to any other management job. The chance of promotion and re-locating is usually an option, but the benefits of living and working in Edinburgh and the surrounding area encourages the majority of staff to stay.

Trends

Locally, 56,000 people are employed in the retail sector which generates around £760m for the local economy. Edinburgh city centre is ranked as the second best retail location in Scotland and its growing popularity is demonstrated by it being ranked third in the UK in terms of prime shop demand from leading retailers. Edinburgh has a vibrant, diverse and cosmopolitan retail scene, which supports a mixture of traditional and modern retailers.

Other out of town retail developments include major high street brands. These malls serve the four corners of the city’s suburbs: Ocean Terminal supplies the north; Cameron Toll services the south side; the Gyle lies to the west and Fort Kinnaird shopping park is situated to the east of Edinburgh. Other retail parks exist at Leith, Meadowbank, Hermiston Gate, Craigleith Retail Park at Blackhall and Pentland Retail Park in Midlothian. In West Lothian, Livingston is home to McArthur Glen, a designer outlet and one of only sixteen around Europe.

The retail sector in Edinburgh is constantly evolving and there are some key developments for the city centre in the near future:

- Waterfront Edinburgh Ltd is a project which aims to transform land around the seafront at Granton into a world-class living and working environment with 260,000 square feet of retail space.
- The 5 acre St James Centre site at the east end of Princes Street is to undergo massive regeneration and will ultimately provide Edinburgh with its biggest new retail development.

Graduate Employment

According to HESA data (2004 – 2006), 8.5% of new graduates entering employment in Edinburgh and the Lothians were working in the retail sector (1,155 out of 13,665).

One in three new graduates entering full-time paid employment in the retail sector locally were working in companies with more than 250 employees (375 out of 590).

The vast majority of these graduates were earning less than £20,000 (265 out of 300).

Although these salaries are fairly typical of a graduate starting wage, the add-on benefits of this sector are often very attractive. Many organisations offer perks such as yearly bonuses, free healthcare, discounts on in-house products, a company car, social clubs and subsidised dining.
Employers

The City of Edinburgh has the same well-known brands as the rest of the UK including high street and prestige brands, department stores, electrical retailers and fashion shops. The majority of retail units are based in the Princes Street/George Street area of the city centre. In total, there are 78 retail units on Princes Street, 47 on Hanover/Frederick Street, 46 on George Street and 21 on Shandwick Place.

A high number of smaller, independent shops can be found in areas such as Bruntsfield, the Grassmarket, Morningside and Stockbridge. The city also has a large number of art galleries and antique shops, particularly in the New Town.

In Edinburgh and the Lothians all the major supermarket employers including Asda, Morrisons, Sainsbury’s and Tesco are present in city and town centres and on most street corners. Lidl, a relative newcomer to the area, has increased its sites throughout the area and offers very attractive salaries to its graduate trainee managers. Waitrose has relatively recently opened two stores in the Edinburgh suburbs. Other supermarket employers in the area include Aldi, Iceland, Scotmid Co-op and Somerfield.

Edinburgh is, of course, a major tourist attraction in Scotland and shopping is one of its alluring options. There are also many retail outlets geared towards the millions of visitors to the capital city. Because of this, the retail sector remains one of the region’s thriving industries not only in the summer but throughout the year. Its winter festivals attract huge crowds to the city, keeping shopping of all sorts at the hub of international and local interest.

CASE STUDY (Graduate)

Leslie-Anne has been a trainee for almost a year in John Lewis, Edinburgh. So far, she has worked in various functions including a secondment to their local call centre. She covered maternity leave as a section manager and then gained a permanent manager’s post on the fashion floor. She is one of seven managers in the department and manages 14 staff.

Leslie-Anne has held part-time jobs in retail since she was 15 while studying. She undertook a Business Studies degree at Napier University. Her course included a “sandwich” year working at Hewlett Packard in South Queensferry. She graduated in 2000 and secured a job in the planning and operations department at Adobe for 4 years. When the company moved to Holland, she gained a high-level role at Aldi’s headquarters in Bathgate. She worked in their trading department ordering stock for all the stores in Scotland. Leslie-Anne fulfilled different roles at Aldi, including choosing ranges for the stores and managing supplies. She also worked in customer complaints for 2 years.

Despite her very high salary at Aldi, Leslie-Anne took a decision to apply for a traineeship at John Lewis. The company’s excellent reputation attracted her to change jobs and she is more than satisfied with her career move. Settled and happy in Edinburgh, she has no plans to re-locate from the area. She is passionate about the retail sector and enjoys the daily challenges, meeting people and the variety she encounters in her role.

John Lewis affords her the best work/life balance and she states that the company genuinely cares about their staff.

CASE STUDY (Graduate)

Rory is a trainee on John Lewis’ graduate management scheme. He is three months into his programme as well as completing his part-time HRM postgraduate diploma at Napier University. He will graduate in September 2008.

Each three months the trainees rotate departments within the Edinburgh store, where they manage a team of full and part-time staff. This movement ensures that Rory learns new skills and experiences the variety of store sections. He also arranges his own visits to other stores such as Newcastle, Aberdeen and Glasgow. Once fully trained, he can apply to any of these shops or stay in Edinburgh.

Rory initially studied history at St. Andrews University and went on to work in the public sector before deciding to return to further study and applying to John Lewis for the management training scheme. He has just bought his first flat and prefers to stay in Edinburgh because he finds the city has enough opportunities while being small enough to get around easily.

Although staff are not forced to re-locate around the UK they are aware that promotion can be reached faster should they do so. Other benefits of working for John Lewis is that it is owned by the staff and each year every member receives a bonus based on profits: this year this amounts to 20% of their annual salary. Rory’s salary allows him a good standard of living. The whole
package includes perks and benefits such as leisure cards, educational subsidies, store discounts, free physiotherapy and podiatry, occupational health and a subsidised canteen. Added to this there are many social activities such as their own football association and he has just returned from playing the London John Lewis team. He believes this job gives him a work life balance which he wants to stay with.

Despite economic difficulties in the current year, Rory believes the retail sector will ride the storm and continue to expand in Edinburgh. Shopping has evolved as a social pastime/outing for many and has not been effected by the plethora of online shopping facilities.

Words of wisdom from Rory include: if you have a passion for people and getting the best from them, if you like trying new and innovative approaches at work, enjoy leadership where no two days are the same - then go for a career in retail.

Try out the sector by working in part-time retail jobs to see if you have a passion for it and gather lots of insight before applying for a management position. There is stiff competition to get through the recruitment process, and it is mostly about lively personality.

CASE STUDY (Employer)

Roy is the graduate training manager at John Lewis, Edinburgh. He has worked in retail since he left full-time education and been with the company for over 20 years, 12 on the shop floor and 9 in Learning and Development. He is responsible for training managers to supply stores in Glasgow, Edinburgh, Aberdeen, and Newcastle. At present, he has 18 graduate trainees and all training takes place in the Edinburgh offices and store. He does not find that there is a large turnover of staff since most managers stay with the company after training and promotion.

John Lewis expects to double their stores in the next 10 years and have won the “Retailer of the Year” award twice in a row. Although it has been a difficult year for the retail sector, Roy expects growth at the east end of Princes Street. The former government buildings at the back of the St. James centre are being demolished and rebuilt as an extension to the shopping centre. This space will be exclusively retail companies with large and small employers. The launch of Multrees Walk and Harvey Nichols has also added glamour and fame to shopping at the east end of Edinburgh, thus drawing more visitors to the capital.

General regeneration taking place in the city centre will play a positive role in supporting the growth and success of the retail industry. The sector does not, in his opinion, have any difficulty in attracting graduates into management jobs. It is a good starting point and a quick training period to allow candidates move for promotion and more responsibilities. The industry is also happy to take on non-recent graduates.

Out of town shopping malls in the suburbs of Edinburgh and the Lothians abound too. Retail parks with free parking are preferred by many as a family day out. These units include discount shops and concessions such as Gap and Marks and Spencer, where shoppers can find bargains and sales each day of the week. Some of these parks expand on a yearly basis, increasing the numbers of jobs available both on a part-time and full-time basis.

Further information

Skillsmart Retail  www.skillsmartretail.com
The sector skills council for the UK retail industry

The Appointment  www.theappointment.co.uk
Careers magazine (with vacancies) for the UK retail sector

Edinburgh retail associations:
Edinburgh’s Grassmarket  www.grassmarket.net
George Street Association  www.edinburghgeorgestreet.co.uk
Princes Street  www.princes-street.com
Edinburgh Royal Mile  www.edinburgh-royalmile.com

Hot Tips

- Read the local newspapers to find out about new retailers coming to the region or current retailers expanding and taking on new staff.
- Attend Careers Fairs as major retailers attend university careers fairs and local job centre recruitment fairs.
- Get work experience in the sector so you can get a feel for the industry. A temporary or part-time job can provide you with valuable relevant experience.
The Edinburgh city region is one of the top ten European areas of science and technology excellence. The region has a long-established reputation for innovation in medicine, with Lister’s antiseptic surgery and Simpson’s chloroform anaesthesia in the 19th century, to the first cloning of a mammal, Dolly the sheep, at the Roslin Institute in 1996. Edinburgh’s reputation continues apace, having been recognised by the European Commission as a ‘Region of Innovation Excellence’ in 2002 and with many high profile international companies choosing to locate in Edinburgh because of its infrastructure, academic strengths and reputation as a global science and technology location.

For this chapter sciences are defined as life sciences, biomedical sciences, biotechnology, chemistry, informatics and physics. As life sciences predominate in this region, there will be a focus on this area of science. Other chapters describe the sectors which employ graduates in scientific roles as well as in types of work outside science.

Employers

Edinburgh’s universities and research institutes have a research income of around £250 million per annum. Two thirds of science, engineering and medicine related research staff work in 5 or 5* rated academic units covering a wide range of subjects including maths, computing, engineering, biological sciences, medicine and veterinary science. Collaboration exists between the city’s higher education institutions and results in a large research base. Research from universities can result in spin-out companies (the University of Edinburgh has produced 39 companies in the last 2 years).

To support scientific development, the Edinburgh Science Triangle is a partnership of the science parks, local councils and economic development agencies in the Edinburgh city region providing resources to encourage collaboration between the science base and industry. Edinburgh Science Triangle consists of seven science and technology parks situated within 30 minutes of Edinburgh City centre. The seven science parks include:

- Alba Innovation Centre
- BioCampus
- Edinburgh BioQuarter
- Edinburgh Technopole
- Heriot-Watt Research Park
- Pentlands Science Park
- Roslin BioCentre

Within the parks the main focus of R&D activity is currently in the following areas:

- biomanufacturing
- biomedical sciences
- electronics
- engineering
- energy
- informatics
- life sciences
- technology-focused businesses.

The Edinburgh Science Triangle exists to provide researchers and businesses with a supportive environment to promote the exchange of ideas to further scientific development, where the emerging sectors will reap the benefits of commercialisation of new research. There are more than 3,000 researchers based in the Edinburgh Science triangle along with leading Scottish and international companies such as Xilinx, IndigoVision and Helica Instruments. The Veterinary Laboratories Agency and The Laboratory of the Government Chemist are also based within the region’s science parks.

Edinburgh BioQuarter is currently in development and is expected to boost the Scottish economy by £35 million annually and create 6,500 jobs. The site will have academic, institutional and commercial life science research space and is adjacent to the Edinburgh Royal Infirmary.

Multinational pharmaceutical companies are also based in the region and this includes two of the largest contract research organisations, Charles River and Quintiles. Pfizer have a regional sales office in Edinburgh but this is not a research/manufacturing facility. Around Edinburgh the pharmaceutical sector covers the whole drug development process, from discovery through to drug delivery.

Finance is always a key issue for the sector especially for start-up companies who require a large amount of R&D funding to get off the ground and to achieve key results. However, the sciences sector is expanding and is predicted to continue to do so.

Opportunities for Graduates

According to HESA data (2004 – 2006), only 2% of new graduates entering employment in Edinburgh and the Lothians were working in the science sector (310 out of 13,665). Half of all these graduates studied at one of the four Edinburgh higher education institutions. The vast majority of new graduates entering full-time employment in the science sector locally were working in graduate level jobs (265 out of 280).

This HESA data indicates that graduates are employed in a wide range of roles in the sector including: scientific researchers, technicians, medical scientists, analytical chemists, quality assurance managers, engineers and technical sales representatives. Within scientific research, the majority of posts are taken up by postgraduates, but the number of first degree graduates taking up research roles has remained steady. Postgraduates are also recruited as research and development managers.
According to HESA data (2004 – 2006), the starting salaries for new graduates entering full-time paid employment in the sciences sector in Edinburgh and the Lothians begin in the £10,001 – £15,000 bracket. Most scientific jobs are in the £15,001 – £20,000 salary band, for first degree graduates. The majority of post-graduates are offered salaries in the £20,001 – £25,000 band, with a few being offered up to £30,000. The HESA data also shows that over 50% of new graduates working within the science sector within Edinburgh and the Lothians are working in companies who have 250 or more employees (45 out of 75).

Within life sciences/pharmaceuticals most graduates will apply for technician type positions. Companies tend to prefer HNC/HND level graduates for entry level jobs and after that they tend to look for graduates with experience.

For those who are keen to develop their scientific work, it is likely that they would have to be prepared to be mobile. This would mean moving to other parts of the UK or overseas in order to develop experience in their area of specialisation before returning to Scotland where these skills are highly valued. This is recommended for those who aspire to work in the spin-out and commercial organisations in the life sciences particularly.

CASE STUDY (Graduate)

I work as a Software Engineer for a company that is a market leader in IP video technology. My role is to develop server side video recording and playback software in C/C++ for Windows and Linux platforms. The job involves design as well as development.

I am originally from Newcastle and went to university in Sheffield. After a 4-year degree (including a one year placement in Manchester), I worked in the local area for about 18 months before moving up to Edinburgh. After 5 years in the Yorkshire area I decided that I wanted to move north and searched for opportunities in Newcastle and Edinburgh. I had already spent a few summers in Edinburgh when I was younger and thoroughly enjoyed the atmosphere, especially around festival time. Edinburgh is a beautiful city with plenty going on. There are also good transport links and plenty of opportunities within the city.

Software and IT as a whole is a massive and fast-paced industry. With ever increasing demand for and dependency on technical solutions, I feel the job market will always be fairly fluid. As for the video industry, it is currently in a state of transition following a major jump into digital technology. I would expect the industry to grow fast, and therefore create more jobs. I can further my career with my current employer and even if that weren’t the case there are other opportunities in the city. I’m not planning on leaving or moving any time soon.

Further information

www.edinburghsciencetriangle.com
This website has information on the local science parks and the companies who operate in them

www.scottish-enterprise.com/life-sciences-sourcebook
List of life sciences and pharmaceutical companies in Scotland

www.talentscotland.com
Information on technology and life sciences in Scotland. The site also enables you to search for companies and vacancies by geographic area.

www.scottish-enterprise.com/lifesciences-strategy
Scottish Life Sciences Strategy 2008

www.scottish-enterprise.com/edinburgh_bioquarter
For further information on the Edinburgh BioQuarter development

www.scottish-enterprise.com/chemicals-companies
This section of the Scottish Enterprise website enables you to browse the directory of chemicals companies

www.bioindustry.org
The website of the BioIndustry Association. You can search for companies in the local area by looking at the BIA Scotland members directory

www.sdi.co.uk
Scottish Development International provide useful information on the science sector in Scotland

Hot tips

- Use the TalentScotland website not only for vacancies but also as a resource for finding out about local companies.

- The Scottish Enterprise website is a useful resource, especially for directories of companies working in science and technology.

- Find out about start-ups and small growing projects where there could be opportunities and where your skills might be specific and appropriate; finding a key link where you can add value to these organisations is beneficial.

- Stay abreast of news either through local news sources or sector specific publications so that you can learn about new start-ups and expansions that may lead to employment opportunities.
TOURISM

Overview

“Tourism is one of Scotland’s key industries and its continued success is vital to the national economy. Edinburgh is the jewel in the tourism crown and its sustained growth is vital to ensure delivery of the national ambition of 50% growth in tourism revenue by 2015.”

Jim Mather, Minister for Enterprise Energy and Tourism

Edinburgh is Scotland’s most popular destination for UK and overseas visitors and employs around 9% of the city’s workforce.

The sector has grown enormously over the past 10 years and that growth is set to continue. Plans to develop and modernise the transport infrastructure will enable greater numbers of visitors to move within the city.

Developments to the city centre and to the Waterfront area of the city will mean more high quality outlets, including hotels. Business tourism is growing too, with plans in place to make Edinburgh one of the world’s top ten conference cities. The city’s reputation as a global leader in events and festivals is also set to continue.

Trends and Opportunities

The growing capacity for tourism means more employment opportunities within the sector. This includes opportunities for graduates, not just to gain employment but to build careers within tourism in Edinburgh. While the average age of tourism employees in Edinburgh is currently 21-25, this is likely to go up as people develop their careers in this area.

Several large employers in the city run graduate programmes and the industry is becoming increasingly popular as a career choice for graduates.

Employers

The structure of the industry generally is very fragmented and the size of employer ranges from very large commercial companies to small specialist organisations.

Salaries generally are not high compared with many of the other areas open to graduates but there is a wide variety of employers.

Opportunities in Edinburgh range from tourist attractions such as Edinburgh Castle, the National Museums of Scotland, Dynamic Earth, and the Palace of Holyroodhouse to travel operators such as Rabbies Trail Burners, business tourism employers like the Edinburgh International Conference Centre, and big hotels such as the Balmoral, Macdonald Hotels and The Town House Company.

Sporting venues, heritage sites and the Waterfront developments all provide opportunities across the board, as do retail tourism establishments such as Harvey Nichols.

VisitScotland, the national tourism organisation for Scotland, is itself, one of the major employers of graduates.

VisitScotland, the national tourism organisation for Scotland, is itself, one of the major employers of graduates.

So there’s no doubt that the Edinburgh area offers many attractive opportunities to those who are interested in careers within tourism and that the city’s plans for growth will increase the demand for good quality graduates.
I’m originally from Chester, in the North West of England. I came to Edinburgh in September 1999 to study at Queen Margaret University and I have lived here since. I graduated in July 2003 with an Honours Degree in Media and Cultural Studies.

During my time at university I had several part-time jobs including bar work, waitressing, promotional work and also Marketing Assistant at The Edinburgh Dungeon, all of which led to me to pursue a career in Marketing within the tourism industry once I had finished my studies.

Shortly after I left university I worked as a Marketing and Events Assistant on a temporary basis for a motion cinema attraction in Edinburgh. Through the contacts I made at this time I was offered the job of Marketing Manager for an Edinburgh restaurant, and a few months later was promoted to Group Marketing Executive for a small chain of hotels spread across Scotland. This opportunity gave me experience in online marketing and a keen interest to develop my career in this area.

I’m currently the Online Marketing Executive for The Town House Collection, a collection of privately owned luxury Edinburgh hotels. It’s my responsibility to ensure that this The Town House Collection remains a leader in internet marketing. Travel and tourism on the internet is a developing area and I’m currently researching new trends to determine which ones we should be including in our online activities.

I believe Edinburgh offers all the career opportunities and prospects expected of a capital city, while also being compact, easily accessible, rich in history and a beautiful place to live. There is a great social scene with many pubs, restaurants, theatres and attractions, and it’s also just a short drive to the coast and the Scottish countryside.

Edinburgh has a thriving hospitality industry. It is one of the most interesting and popular tourist destinations in the world and offers unique and famous events such as the International Edinburgh Festival and the Hogmanay celebrations. It is steeped in history as well as being a modern and fashionable city. There are millions of visitors to the city every year and so there will always be a huge demand for tourism professionals.

I am very happy in my job here and don’t currently see myself moving away from Edinburgh to develop my career. I earn a reasonable salary and am involved in a number of projects which are helping me to develop my skills in online marketing and give me the opportunity to work alongside individuals who I consider to be the best in their field. The company I work for is very proud of its commitment to people development and I am constantly learning new things in-house and also from external training courses and workshops which I am able to go to. Our new hotel opening this year in Glasgow is a huge project for us and I am very much involved in helping to develop the web strategy. As the business is continually expanding I see many opportunities to develop my career with The Town House Collection.

Any tips or advice for students or recent graduates thinking about a career in tourism in Edinburgh?

Don’t be afraid to start from the bottom and work your way up. Respect comes from understanding every aspect of the organisation that you are working for. The success of the business is down to the whole team, not just the management. Every person in the team contributes to the customer’s experience.”

Further information

Vacancies in this sector can be found on general job hunting sites such as www.monsterjobs.co.uk, www.scottishjobs.com and in the national Scottish press. The following websites are specific to tourism and a source of vacancies as well as useful information on the sector.

Edinburgh specific:
www.inspiringtourism.co.uk
www.edinburgh.org

Scottish:
www.visitscotland.org
www.hitscotland.org
www.scottishenterprise.gov.uk
www.stga.co.uk

UK wide:
www.chess-partnership.com
www.springboarduk.org.uk

Hot Tips

• Advice from those in the tourism sector to graduates who are job hunting is to be selective. Ask questions of employers and know which area you’d like to work in. Choose your first employer carefully and begin your career with employers who can offer proper training, and good terms and conditions.

• Graduates are attractive to the industry but, at the same time, remember that you are competing with other applicants so do your homework on the sector and its employers.

• Tourism is a ‘people’ industry and the core transferable skills, such as communication skills, are all-important. A recent survey among employers highlights weaknesses in customer handling skills as the biggest skill gap among workers in the industry (Futureskills Scotland, Hospitality, Leisure, Travel and Tourism Industries Scottish Sector Profile 2007). This is something to bear in mind when preparing to enter the industry and it would be advisable to gain as much customer experience as possible, regardless of which aspect of tourism you aim to work in.
Overview

As within all major UK cities, in order to support the range of industry and services in the economy, there is a variety of other business service activity ongoing throughout Edinburgh and the Lothians. This includes IT support services, human resource and recruitment services, advertising and marketing services and a range of business consultancy services. Within the companies involved, graduates continue to take advantage of a number of employment opportunities.

Trends

A trend towards business process outsourcing began in the 1970s. In modern business, management defines what it does best and what lies at the heart of the enterprise, and outsources the rest if it is cost efficient to do so. In activities which are not core functions for an organisation, outside suppliers can offer expertise that is not necessarily available in-house.

Companies are increasingly seeking partners who are able to fulfil these functions across their entire office network. This has led to strong organic growth within the sector, as business services firms strive to meet their clients’ needs around the world.

As the local economy has evolved across Edinburgh and the Lothians, so too has the business support activity surrounding it.

Opportunities for Graduates

According to HESA data (2004 – 2006), 5% of new graduates entering employment in Edinburgh and the Lothians were working in other business activities (690 out of 13,665) and 2% were working in the IT sector (310 out of 13,665).

The largest numbers of graduates were employed in roles related to personnel, recruitment consultancy and employment agencies and also within IT related roles, predominantly software designers, analysts and programmers and a smaller number of IT consultants, web and systems designers.

Other opportunities within this area have included marketing and advertising roles, management and business consultancy and public relations.

It is interesting to note that of those new graduates who were in full-time employment within other business activities, 70% were employed in graduate level positions (410 out of 580). The corresponding proportion for graduates working in the IT sector was 93% (265 out of 285).

Within the range of other business activities there are opportunities offering a variety of challenges for graduates. There is a predominating culture of service delivery and getting things done within organisations that are adapting to meet the needs of their clients within a changing economy.

Further Information

ScotlandIS, the trade body for the ICT industry, has a remit to raise the profile of the industry, lobby policy makers on relevant issues and support our members.
www.scotlandis.com

Scottish Marketing Association is Scotland’s only home-grown marketing communications trade body
www.scottishmarketingassociation.org

British Expertise is the leading private sector organisation for the promotion of professional services from the UK.
www.britishexpertise.org/

Management Consultancy magazine - site includes league tables of consultancies performance in various specialisations from local government to strategic marketing.
www.managementconsultancy.co.uk

Recruitment & Employment Confederation (REC) - is the body representing the private recruitment industry in the UK and sets industry standards.
www.rec.uk.com
RESOURCES

This list of resources is not exhaustive but will provide a starting point for further research into living and working in Edinburgh and the Lothians.

Careers Information, Advice and Guidance

Current students and graduates from local universities should use the services offered by their institution’s careers service. If you are a graduate from outside the local area contact your institution’s careers service as they may still be able to help you. Through the mutual aid scheme graduates of other UK universities may be able to use higher education careers services in the local area. The level of service will vary and you are advised to contact individual careers services in advance of any visit to establish your eligibility.

Edinburgh College of Art Employability Adviser
Lauriston Place, Edinburgh EH3 9DF
0131 221 6024

Heriot-Watt University Careers Service
Riccarton, Edinburgh EH14 4AS
0131 451 3391
careers@hw.ac.uk
www.hw.ac.uk/careers

Edinburgh Napier University Careers
Rm B40, Merchiston Campus, Colinton Road, Edinburgh EH10 5DT
0131 455 2903/2904
careers@napier.ac.uk
www.napier.ac.uk/careers

Queen Margaret University Careers Service
Queen Margaret University Drive, Musselburgh, EH21 6UU
0131 474 0000
careers@qmu.ac.uk
www.qmu.ac.uk/careers/graduates.htm

University of Edinburgh Careers Service
33 Buccleuch Place, Edinburgh EH8 9JS
0131 650 4670

Careers Scotland
Provide an all-age guidance service to adults living in Scotland. Careers Scotland have offices throughout the region and contact details can be found on their website.

www.careers-scotland.org.uk

Graduate Prospects
Useful site for students and graduates which operates on a UK-wide basis. You can find information and advice on a wide range of topics including individual occupations, further study and work experience.

www.prospects.ac.uk
Newspapers

The Scotsman
A national newspaper but has an Edinburgh and Lothians slant. Vacancies are advertised on a Friday. The newspaper is online at www.scotsman.com

Edinburgh Evening News
A daily newspaper which also advertises vacancies in the local area on a Thursday. www.edinburghnews.scotsman.com

West Lothian Courier
www.westlothiancourier.co.uk

Linlithgow Gazette
www.linlithgowgazette.co.uk

East Lothian Courier
www.eastlothiancourier.com

Midlothian Advertiser
www.midlothianadvertiser.co.uk

Other Sources of Information

The Scottish Business Information Service (SCOTBIS)
Provides a research service about businesses throughout Scotland. This could include lists of organisations in a particular sector in a certain location. You can contact them with queries by phone, email and in person. The Scotbis website also has useful information to get you started, www.scotbis.com

Scottish Enterprise
Scotland’s main economic, enterprise, innovation and investment agency. Their website is useful for finding out about individual sectors in Scotland and there is lots of useful information for people thinking about starting their own business. Scottish Enterprise has local offices throughout Scotland, including one for Edinburgh and the Lothians (contact details can be found on the Scottish Enterprise website). www.scottish-enterprise.com

Edinburgh Inspiring Capital
Promotes Edinburgh as a place to visit, live, work and study. For people outwith the area there is helpful information about relocating to the region. You can also find information about the main industry sectors in Edinburgh. www.edinburgh-inspiringcapital.com

Yellow Pages
Yellow Pages is a really useful resource for finding local companies. With the online version you can search by location and by type of company. www.yell.com

Talent Scotland
On this website you will find specialist local information as well as more general information about working and living in Scotland. The website has information on some key industries and has a vacancies section. www.talentscotland.com

Capital Review
Capital Review has lots of useful statistics and articles about Edinburgh and the Lothians. Capital Review is produced on a quarterly basis. www.capitalreview.co.uk

Chambers of Commerce
The local chambers are worth using for lists of their members which you can use to identify potential employers:

Edinburgh Chamber of Commerce
www.edinburghchamber.co.uk

Midlothian and East Lothian Chamber of Commerce
www.melcc.org.uk

West Lothian Chamber of Commerce
www.wlchamber.com

Local Councils
In the business section of the local council’s websites you can find local business directories which are useful in identifying potential employers. The sites also have information about economic development plans and the economic make-up of the region.

City of Edinburgh Council
East Lothian Council
Midlothian Council
West Lothian Council
www.edinburgh.gov.uk
www.eastlothian.gov.uk
www.midlothian.gov.uk
www.westlothian.gov.uk

Websites for information about the region

Edinburgh
Visit East Lothian
Visit Midlothian
Discover West Lothian
www.edinburgh.org
www.visiteastlothian.org
www.visitmidlothian.org.uk
www.visitwestlothian.org.uk
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www.edinburgh-inspiringcapital.com